



DAVE YOST

OHIO ATTORNEY GENERAL

Human Resources
Office 614-466-8911
Fax 614-728-7582

June 4, 2019

Michael Trout

via Hand Delivery

Re: Notice of Administrative Leave and Investigation

Dear Mr. Trout:

This correspondence is to notify you that pursuant to ORC 124.388 you are being placed on Administrative Leave effective today, June 4, 2019, and are the subject of an investigation into allegations of misconduct.

Such actions, if substantiated, would rise to the level of serious violations of the AGO's Policies and Procedures and BCI Directives.

The investigation has been assigned to outside counsel to conduct the investigation and they will arrange your investigatory interview. This interview is part of an official investigation and failure to answer questions completely and accurately may lead to disciplinary action, up to and including termination. You are not to discuss the investigation with anyone except an authorized representative until you have been notified of a final outcome of this investigation.

Your rights and responsibilities are outlined further in detail in the Attorney General's Office Policies and Procedures.

Sincerely,

Meredith L. Rockwell/sy

Meredith L. Rockwell
Chief of Human Resources and Labor Counsel
Office of Ohio Attorney General Dave Yost

cc: Heinz von Eckartsberg, Assistant Superintendent of BCI
Personnel File

Employee Evaluation

Employee Name: Michael D Trout		Employee ID: [REDACTED]	Deadline: 07/27/2018
Classification/Working Title: BCI & I Special Agent Supervisor 1	Position Status: Exempt	Rating Period From 07/01/2017 To 06/30/2018	
Section/Unit: BCI	Evaluation Form: Protective Services	Evaluation Type:	
Supervisor/Rater: Benjamin Suver	Is the employee a manager / supervisor? Yes	<input type="checkbox"/> Mid-Probation	<input type="checkbox"/> Final Probation
		<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Goal Only
		<input type="checkbox"/> Special	<input type="checkbox"/> Periodic

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; conveys accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

PERFORMANCE DIMENSION	DEFINITION	RATING
Job Knowledge	<p>Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	<p>Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Quality	<p>Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

PERFORMANCE DIMENSION	DEFINITION	RATING
Quantity	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Team Effort/Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Timeliness	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

COMMENTS

See below.

MANAGEMENT PERFORMANCE DIMENSIONS		
PERFORMANCE DIMENSION	DEFINITION	RATING
Attorney General Mission Compliance	Understands the mission, goals, and objectives of the Attorney General's Office and/or Section; advances ideas and priorities that leverage the unique role and authority of the office; reinforces, supports, and pursues the attainment of agency goals and objectives; pursues opportunities to improve and expand the office's services to Ohioans; provides a positive influence in pursuit of program objectives	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Planning, Scheduling, and Prioritizing	Organizes and plans personnel work assignments; performs job tasks efficiently and in a timely manner; manages operating costs; develops both long-range and short-range plans for work unit; delegates work effectively; prioritizes, coordinates, and monitors employee tasks to ensure work completion; minimizes time lost in non-productive activity	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	Makes recommendations and/or reviews suggestions from staff regarding resolution of issues and problems; determines and/or approves alternative courses of actions; employs sound judgment to arrive at prudent conclusions; communicates decisions to appropriate individuals and/or personnel; implements and/or oversees implementation of solutions on a timely basis; monitors effectiveness of solutions and makes changes as needed	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

PERFORMANCE DIMENSION	DEFINITION	RATING
Staff Development	Works to increase employee skills and capabilities; encourages career growth and training opportunities; ensures adherence to affirmative action plan and procedures; communicates employee areas for improvement and provides resources to properly complete work	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Staff Management	Manages personnel issues; enforces policies, procedures, and work rules; communicates with and evaluates employees objectively on a regular basis; promotes fair and appropriate treatment regardless of sex, race, religion, age, color, national origin, handicap, or sexual orientation; takes disciplinary measures when necessary; promotes a good relationship between labor and management; maintains high ethical standard for self and employees	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
------------------	---	--

COMMENTS

SAS Michael Trout continues to seek out ways of improving his supervisor abilities, as well as ways of increasing his squads productivity and effectiveness. Mike is a true professional that cares deeply about his responsibilities as a BCI supervisor and he has made great strides during this reporting period in becoming a better leader. Mike has also found new internal training opportunities for his unit in an effort to improve investigative outcomes.

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION
Communications	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Ongoing and doing well.
Complete OPOTA First Line Supervisor Course	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Course is on a future date.
Obtain Expert Knowledge in areas related to SIU	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Ongoing.

Staff Development	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Ongoing.
To attend Nationally Accredited Training Courses	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input checked="" type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Ongoing.

New Goals		
GOAL	Action Steps	Measurement
Staff Development	Encourage the developmental growth of my staff in new areas of investigations.	See individual progress.
To attend Nationally Accredited Training Courses	To enroll and be selected to attend Nationally Accredited Training Courses.	The successful completion of the Nationally Accredited Training.

OVERALL RATING				
	<input checked="" type="checkbox"/> Exceeds	<input type="checkbox"/> Meets	<input type="checkbox"/> Partially Meets	<input type="checkbox"/> Does Not Meet
RATER	Rater Name: Benjamin Suver			Date Signed: August 10, 2018
	Comments			
	Thanks Mike!			
REVIEWER	Reviewer Name: Karen Huey			Date Signed: September 10, 2018
	Comments			
	Mike, Thank you for all of your hard work!			
EMPLOYEE	I understand that this evaluation will be placed in my permanent personnel file. My initials will act as my signature and do not indicate agreement with the evaluation.			
	<input checked="" type="checkbox"/> I have read the evaluation and would not like to respond.		<input type="checkbox"/> I have read the evaluation and would like to respond. (Shown On Next Page)	
	Employee Name:	Michael Trout		
	Date Signed:	September 11, 2018	Employee Signed Initials:	mdt
APPOINTING AUTHORITY	Mike DeWine/KCM			
	September 27, 2018			
	<i>Michael DeWine KCM</i>			



Employee Evaluation

Employee Name: Michael D Trout		Employee ID: [REDACTED]	Deadline: 10/12/2017
Classification/Working Title: BCI & I Special Agent Supervisor 1	Position Status: Exempt	Rating Period From 07/12/2017 To 10/12/2017	
Section/Unit: BCI	Evaluation Form: Protective Services	Evaluation Type:	
Supervisor/Rater: Benjamin Suver	Is the employee a manager / supervisor? Yes	<input type="checkbox"/> Mid-Probation	<input checked="" type="checkbox"/> Final Probation
		<input type="checkbox"/> Annual	<input type="checkbox"/> Goal Only
		<input type="checkbox"/> Special	<input type="checkbox"/> Periodic

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Job Knowledge	<p>Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	<p>Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Quality	<p>Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Quantity	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Team Effort/Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Timeliness	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

COMMENTS

See below comments.

MANAGEMENT PERFORMANCE DIMENSIONS

PERFORMANCE DIMENSION	DEFINITION	RATING
Attorney General Mission Compliance	<p>Understands the mission, goals, and objectives of the Attorney General's Office and/or Section; advances ideas and priorities that leverage the unique role and authority of the office; reinforces, supports, and pursues the attainment of agency goals and objectives; pursues opportunities to improve and expand the office's services to Ohioans; provides a positive influence in pursuit of program objectives</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Planning, Scheduling, and Prioritizing	<p>Organizes and plans personnel work assignments; performs job tasks efficiently and in a timely manner; manages operating costs; develops both long-range and short-range plans for work unit; delegates work effectively; prioritizes, coordinates, and monitors employee tasks to ensure work completion; minimizes time lost in non-productive activity</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	<p>Makes recommendations and/or reviews suggestions from staff regarding resolution of issues and problems; determines and/or approves alternative courses of actions; employs sound judgment to arrive at prudent conclusions; communicates decisions to appropriate individuals and/or personnel; implements and/or oversees implementation of solutions on a timely basis; monitors effectiveness of solutions and makes changes as needed</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Staff Development	<p>Works to increase employee skills and capabilities; encourages career growth and training opportunities; ensures adherence to affirmative action plan and procedures; communicates employee areas for improvement and provides resources to properly complete work</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Staff Management	<p>Manages personnel issues; enforces policies, procedures, and work rules; communicates with and evaluates employees objectively on a regular basis; promotes fair and appropriate treatment regardless of sex, race, religion, age, color, national origin, handicap, or sexual orientation; takes disciplinary measures when necessary; promotes a good relationship between labor and management; maintains high ethical standard for self and employees</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
COMMENTS <p>Special Agent Supervisor (SAS) Michael Trout has shown substantial progress during this reporting period while handling very difficult unit assignments in the areas of homicide and officer involved shooting investigations. SAS Trout understands the basics of supervision but acknowledges the steep learning curve this position encompasses. SAS Trout also seeks the opinions and advice of other managers in an effort to improve his understanding and mastery of the job. Most importantly, SAS Trout has self identified his own deficiencies in supervision and sought ways to improve in these areas.</p>		

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION
To attend Nationally Accredited Training Courses	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input checked="" type="checkbox"/> Not Applicable	N/A
Obtain Expert Knowledge in areas related to SIU	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input checked="" type="checkbox"/> Not Applicable	N/A

New Goals		
GOAL	Action Steps	Measurement
Complete OPOTA First Line Supervisor Course	Register and complete	Certificate

OVERALL RATING				
	<input type="checkbox"/> Exceeds	<input checked="" type="checkbox"/> Meets	<input type="checkbox"/> Partially Meets	<input type="checkbox"/> Does Not Meet
RATER	Rater Name: Benjamin Suver			Date Signed: November 20, 2017
	Comments			
	Keep up the good work Mike!			
REVIEWER	Reviewer Name: Karen Huey			Date Signed: November 20, 2017
	Comments			
	Thanks for your hard work!			
EMPLOYEE	<p>I understand that this evaluation will be placed in my permanent personnel file. My initials will act as my signature and do not indicate agreement with the evaluation.</p> <p><input checked="" type="checkbox"/> I have read the evaluation and would not like to respond. <input type="checkbox"/> I have read the evaluation and would like to respond. (Shown On Next Page)</p> <p>Employee Name: Michael Trout</p> <p>Date Signed: November 27, 2017</p> <p>Employee Signed Initials: mdt</p>			
APPOINTING AUTHORITY	<p>Mike DeWine/KCM</p> <p>November 27, 2017</p> <p><i>Michael DeWine/KCM</i></p>			



Employee Evaluation

Employee Name: Michael D Trout		Employee ID: [REDACTED]	Deadline: 07/14/2017
Classification/Working Title: BCI & I Special Agent Supervisor 1		Position Status: Exempt	Rating Period From 04/17/2017 To 07/17/2017
Section/Unit: BCI	Evaluation Form: Protective Services	Evaluation Type:	
Supervisor/Rater: Benjamin Suver	Is the employee a manager / supervisor? Yes	<input checked="" type="checkbox"/> Mid-Probation	<input type="checkbox"/> Final Probation
		<input type="checkbox"/> Annual	<input type="checkbox"/> Goal Only
		<input type="checkbox"/> Special	<input type="checkbox"/> Periodic

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; conveys accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Job Knowledge	<p>Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	<p>Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Quality	<p>Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Quantity	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Team Effort/Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Timeliness	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

COMMENTS

See below comments.

MANAGEMENT PERFORMANCE DIMENSIONS

PERFORMANCE DIMENSION	DEFINITION	RATING
Attorney General Mission Compliance	<p>Understands the mission, goals, and objectives of the Attorney General's Office and/or Section; advances ideas and priorities that leverage the unique role and authority of the office; reinforces, supports, and pursues the attainment of agency goals and objectives; pursues opportunities to improve and expand the office's services to Ohioans; provides a positive influence in pursuit of program objectives</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Planning, Scheduling, and Prioritizing	<p>Organizes and plans personnel work assignments; performs job tasks efficiently and in a timely manner; manages operating costs; develops both long-range and short-range plans for work unit; delegates work effectively; prioritizes, coordinates, and monitors employee tasks to ensure work completion; minimizes time lost in non-productive activity</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	<p>Makes recommendations and/or reviews suggestions from staff regarding resolution of issues and problems; determines and/or approves alternative courses of actions; employs sound judgment to arrive at prudent conclusions; communicates decisions to appropriate individuals and/or personnel; implements and/or oversees implementation of solutions on a timely basis; monitors effectiveness of solutions and makes changes as needed</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Staff Development	<p>Works to increase employee skills and capabilities; encourages career growth and training opportunities; ensures adherence to affirmative action plan and procedures; communicates employee areas for improvement and provides resources to properly complete work</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Staff Management	<p>Manages personnel issues; enforces policies, procedures, and work rules; communicates with and evaluates employees objectively on a regular basis; promotes fair and appropriate treatment regardless of sex, race, religion, age, color, national origin, handicap, or sexual orientation; takes disciplinary measures when necessary; promotes a good relationship between labor and management; maintains high ethical standard for self and employees</p>	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
COMMENTS <p>Special Agent Supervisor (SAS) Michael Trout has progressed nicely under very trying circumstances involving the Pike County Homicide Investigation. SAS Trout understands the basics of supervision but acknowledges the steep learning curve this position encompasses. SAS Trout also seeks the opinions and advice of other managers in an effort to improve his understanding and mastery of the job.</p>		

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION

New Goals		
GOAL	Action Steps	Measurement

OVERALL RATING				
	<input type="checkbox"/> Exceeds	<input checked="" type="checkbox"/> Meets	<input type="checkbox"/> Partially Meets	<input type="checkbox"/> Does Not Meet
RATER	Rater Name: Benjamin Suver			Date Signed: August 29, 2017
	Comments			
	Good work Mike!			
REVIEWER	Reviewer Name: Karen Huey			Date Signed: November 17, 2017
	Comments			
	Thank you for your hard work and dedication.			
EMPLOYEE	<p>I understand that this evaluation will be placed in my permanent personnel file. My initials will act as my signature and do not indicate agreement with the evaluation.</p> <p><input checked="" type="checkbox"/> I have read the evaluation and would not like to respond. <input type="checkbox"/> I have read the evaluation and would like to respond. (Shown On Next Page)</p> <p>Employee Name: Michael Trout</p> <p>Date Signed: November 20, 2017 Employee Signed Initials: MDT</p>			
APPOINTING AUTHORITY	<p>Mike DeWine/KCM</p> <p>November 20, 2017</p> <p style="text-align: right;"><i>Michael DeWine ^{KCM}</i></p>			



Personnel Actions Request

PAR #	0000209535													
	Agency	Division or Institution	HQ County											
From:	AGO461500	BCI Investigations South	Athens											
To:	AGO461500	BCI Investigations South	Athens											
EMPL ID	Last Name	First Name	MI											
[REDACTED]	TROUT	MICHAEL	D											
OAKS Action			OAKS Reason											
PRO - Promotion			PRO - Promotion											
Comments														
Effective Date		Last Day Worked	Position Number	Dept ID	Union Code	Barg Unit	BU Flag	Perm or Temp	Full or Part-Time	Cert Status				
MO	DA	YR	MO	DA	YR	From:	20075125	AGO461500	P46	46	9	Permanent	Full-Time	A: Permanent
4	16	2017				To:	20003469	AGO461500	EX	47	9	Permanent	Full-Time	A: Permanent
	Job Code Title				Job Code		Grade		Step		TOTAL RATE			
From:	BCI Special Agent				26131		032		9		38.65			
To:	BCI Special Agent Supervisor				26135		015		4		40.23			
From:	Base Rate		Comp Rate		Change Amount		Change Percent		Converted Comp Rate					
	LN4648		2.19		0.18		0.00		2.19					
	NAHRLY		36.46		0.00		0.00		36.46					
To:	Base Rate		Comp Rate		Change Amount		Change Percent		Converted Comp Rate					
	LN468X		2.28		0.00		0.00		2.28					
	NAHRLY		37.95		0.00		0.00		37.95					
STD HRS (OAKS)			FLSA Status			Empl Class (Retmt)			Officer Code					



Personnel Actions Request

40	Overtime Exempt	PERS	None
----	-----------------	------	------

Initiator Name	Entered Date/Time
GARBER,STACY J	2017-04-17T11:11:03-04:00

Approver Role	Approved By	Date/Time Stamp
EPARAPPROVERLEVEL1	ROSSI,BETH M	2017-04-17T12:07:00-04:00
EPAR DECENTRAL AGENCY	GARBER,STACY J	2017-04-17T14:43:17-04:00



MIKE DEWINE

— ★ OHIO ATTORNEY GENERAL ★ —

Human Resources
Office 614-466-8911
Fax 614-728-7582

30 East Broad Street, 16th Floor
Columbus, Ohio 43215
www.OhioAttorneyGeneral.gov

April 5, 2017

Michael Trout
[REDACTED]

Dear Mr. Trout:

We are pleased to extend an offer of promotion to you within the Attorney General's Office as a BCI Special Agent Supervisor within the BCI Section, Special Investigations Unit, Athens office. The hourly wage for this position is \$41.75 (base \$37.95 plus longevity \$3.80).

Your offer is contingent upon the successful completion of a drug test. Kindly contact the Human Resources Section at (614) 466-8911 to schedule. While we do not anticipate any problems, if the drug test discloses any irregularities or issues, we will not be able to continue our offer of promotion within the Attorney General's Office.

Kindly notify us within three days if you accept this offer and if you have any questions, please feel free to contact Stacy Garber in our Human Resources Section at 614-387-0680.

Sincerely,

Kathleen C. Madden / BMR

Kathleen C. Madden
Director of Human Resources
Office of Ohio Attorney General Mike DeWine

cc: Karen Huey, Assistant Superintendent of BCI
Benjamin Suver, Special Agent-In-Charge



Ohio Civil Service Application for State and County Agencies

GEN-4268 (REVISED 06/15)

The State of Ohio Is an Equal Opportunity Employer and provider of ADA services.

POSITION:

SPECIAL AGENT, SUPERVISOR

AGENCY:

BCI

POSITION NUMBER:

Please submit one application per position or examination to the address indicated on the job posting or examination announcement. Copies are acceptable. Applications lacking sufficient information will not be processed. Please ensure your application is received or postmarked by the closing date, as required by the hiring agency. Please be sure to complete the entire application. Also note that, once submitted to a governmental agency, this completed form will be subject to all applicable public records laws.

PLEASE TYPE OR PRINT IN INK

NAME: (Last, First, Middle)	DAVID	DATE OF BIRTH - Year Not Required Month 01 Day 03
ADDRESS: (Street, City, State, ZIP Code) [REDACTED]		
HOME PHONE:	ALTERNATE PHONE:	E-MAIL ADDRESS: MICHAEL.TROUT@OHIOATTORNEYGENERAL.GOV
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	STATE: OHIO	CLASS: OPERATOR LEGAL RIGHT TO WORK IN THE U.S.: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

PREFERRED SALARY: N/A	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	TYPES OF WORK YOU WILL ACCEPT: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
SHIFTS YOU WILL ACCEPT: <input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Evening <input checked="" type="checkbox"/> Night	<input checked="" type="checkbox"/> Rotating <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> On Call (as needed)

EDUCATION

HIGH SCHOOL NAME: ALEXANDER HIGH SCHOOL	LOCATION: (City, State) ALBANY OH	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CHECK YEAR COMPLETED: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12	OBTAINED GED? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A	
SCHOOL NAME: (College/University) OHIO UNIVERSITY	LOCATION: (City, State) ATHENS OH	MAJOR: SOCIOLOGY
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED: N/A
DEGREE RECEIVED: B.S.	LOCATION: (City, State) ATHENS OH	MAJOR: PUBLIC ADMINISTRATION
SCHOOL NAME: (College/University) OHIO UNIVERSITY	LOCATION: (City, State)	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
DEGREE RECEIVED: M.A.	LOCATION: (City, State)	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:
SCHOOL NAME: (College/University) N/A	LOCATION: (City, State)	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
DEGREE RECEIVED:	LOCATION: (City, State)	NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:

EMPLOYMENT HISTORY

Please list your work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. **NOTE:** To be considered for employment, you must fill in the information below, accurately and completely. You may submit a resume **in addition** to completing this section. If applying for a civil service examination, only the information provided below will be considered. A resume may not be used. **If you need additional space, attach extra sheets to this application.**

DATES: From: 08/1994 To: 02/2015	EMPLOYER: Ohio University	POSITION TITLE: Police Officer
ADDRESS: (Street, City, ZIP Code) 135 Scott Quad Athens, OH 45701		
COMPANY URL: WWW.OHIO.EDU	PHONE NUMBER: 740-593-1911	SUPERVISOR: Lt. Charles Johnson
HOURS PER WEEK: 40	SALARY: unk.	MAY WE CONTACT THIS EMPLOYER: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: Road Patrol; Investigations		
REASON FOR LEAVING: New Job		
DATES: From: 02/2005 To: 12/2007	EMPLOYER: AGO - Health Care Fraud	POSITION TITLE: SPECIAL AGENT
ADDRESS: (Street, City, ZIP Code) 150 E. Gay St. Columbus, OH 43215		
COMPANY URL:	PHONE NUMBER: 614-466-0722	SUPERVISOR: Steve Wozniak
HOURS PER WEEK: 40	SALARY: unk.	MAY WE CONTACT THIS EMPLOYER: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: Investigations, Testify in Court, Case Management		
REASON FOR LEAVING: New Job		
DATES: From: 12/2007 To: PRESENT	EMPLOYER: AGO - BCI	POSITION TITLE: SPECIAL AGENT
ADDRESS: (Street, City, ZIP Code) P.O. Box 365 London, OH		
COMPANY URL:	PHONE NUMBER: 614-419-6944	SUPERVISOR: Ben Silver
HOURS PER WEEK: 40+	SALARY: \$38.65	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: Investigations, Testify in Court, Case Management		
REASON FOR LEAVING: n/a		

EMPLOYMENT HISTORY (Continued)

DATES: From: _____ To: _____	EMPLOYER: _____	POSITION TITLE: _____
ADDRESS: (Street, City, ZIP Code)		
COMPANY URL: _____	PHONE NUMBER: _____	SUPERVISOR: _____
HOURS PER WEEK: _____	SALARY: _____	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: _____		
REASON FOR LEAVING: _____		
DATES: From: _____ To: _____	EMPLOYER: _____	POSITION TITLE: _____
ADDRESS: (Street, City, ZIP Code)		
COMPANY URL: _____	PHONE NUMBER: _____	SUPERVISOR: _____
HOURS PER WEEK: _____	SALARY: _____	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES: _____		
REASON FOR LEAVING: _____		
CERTIFICATES AND LICENSES		
TYPE: _____		
LICENSE NUMBER: _____	ISSUING AGENCY: _____	
TYPE: _____		
LICENSE NUMBER: _____	ISSUING AGENCY: _____	
SKILLS		
OFFICE SKILLS: Typing Speed: _____	Data Entry Speed: _____	
COMPUTER SKILLS: _____		
OTHER SKILLS: _____		
LANGUAGE(S): _____		

The purpose of questions 1-9 is to obtain information relevant to employment with the State of Ohio.
Responses to these questions are required.

1. Please indicate your county of residence. [REDACTED]

2. Summary of Qualifications - In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the Minimum Qualifications and any position-specific qualifications posted for this position or examination. If you need additional space, attach an extra sheet to this application.

- PEACE OFFICER CERTIFICATION
- B.S. SOCIOLOGY
- M.A. PUBLIC ADMINISTRATION

3. Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. Note: A transcript may not be substituted for this section, although you may be required to submit a transcript.

- PEACE OFFICER CERTIFICATION - OHIO STATE HIGHWAY PATROL
- B.S. SOCIOLOGY
- M.A. PUBLIC ADMINISTRATION > OHIO UNIVERSITY

4. Are you a current State of Ohio employee?

Yes, I'm a permanent employee
 Yes, I'm an interim or intermittent employee
 Yes, I'm a temporary, seasonal or project employee
 Yes, I'm a fixed term or established term employee
 No, I'm not a State of Ohio employee

5. If you are a current State of Ohio employee, please provide your eight (8) digit, OAKS ID number. If you are not a current State of Ohio employee, please type N/A. [REDACTED]

6. If you are not a current State of Ohio employee, have you ever been employed by the State of Ohio? (If you are a current State of Ohio employee, please select N/A.) Yes No N/A

7. If you were previously employed by the State of Ohio, please choose one of the following:

Employment ended prior to 12-01-2004.
 Employment ended on or after 12-02-2004.
 N/A - Not previously employed by the State of Ohio or current state employee.

8. If you were previously employed by the State of Ohio, have you ever plead guilty or been convicted of a misdemeanor, for violation or Ohio Revised Code 1347.15 (H)(1) and/or (H)(2) - Access rules for confidential personal information?

Yes No N/A

9. How did you learn about this employment opportunity?

<input type="checkbox"/> careers.ohio.gov	<input type="checkbox"/> Facebook	<input type="checkbox"/> Trade Journal
<input type="checkbox"/> GovernmentJobs.com	<input type="checkbox"/> Twitter	<input type="checkbox"/> Career/Recruitment Fair
<input type="checkbox"/> Indeed.com	<input type="checkbox"/> LinkedIn	<input type="checkbox"/> State of Ohio Employee Referral
<input type="checkbox"/> Other Job Board	<input type="checkbox"/> Other Social Media	

• IN HOUSE JOB POSTING

CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Ohio Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

Signature of Applicant:

Date: 04/12/2017

POSITION DESCRIPTION

AG. JY/DEPT ID 055-000/AGO461400

TROUT, MICHAEL

DIVISION OR INSTITUTION
ATTORNEY GENERAL

UNIT OR OFFICE
BCI - INVESTIGATIONS

COUNTY OF EMPLOYMENT
ATHENS

POSITION NUMBER
20003469

Reclassification New Position Update Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
SPECIAL AGENT SUPERVISOR

POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
20081488 SPECIAL AGENT-IN-CHARGE (ADMIN STAFF)

<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input checked="" type="checkbox"/> Eligible	<input checked="" type="checkbox"/> Filled	Bargaining Unit
<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	<input type="checkbox"/> Exempt	<input type="checkbox"/> Vacant	46 FOP
<input type="checkbox"/> Intermittent		If FLSA Exempt, exemption type:		Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 AM TO: 5:00 PM or as section needs arise

JOB DESCRIPTION

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Responsible for overall supervision of agents who are involved in conducting investigations in both overt & covert posture (e.g., investigations involving major drug traffickers statewide & also organized crime activities to include environmental & hazardous waste investigations, extortion, public corruption, prostitution, theft, gambling, financial & cyber-crimes, all phases of crime scene investigations such as robbery, burglary, homicide, auto theft, rape & bank robbery) as assigned; review investigative reports to insure completeness prior to court; complete performance evaluations of subordinates, make recommendations of firing, retention, suspension, promotions, transfers; administer disciplinary actions; conduct or assist in internal affairs investigations; authorize leave, overtime, confidential fund expenditures, investigative case plans, work schedules & raid plans of subordinates.	Knowledge of: criminal investigation; agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; Attorney General Standard Operating Procedures* & BCI&I Directives*; case preparation; criminal evidence & procedures; behavioral or social science (e.g., psychology, sociology, criminology); physical or biological science (e.g., chemistry, physics); interviewing; public relations; employee training & development; supervisory principles/techniques; management; written communication (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g., speech). Skill in: operation & use of pistol, shotgun, metal detector, tape recorder, two-way radio. Ability to: define problems, collect data, establish facts & draw valid conclusions; prepare meaningful concise & accurate records; interpret extensive variety of technical material in books, manuals & journals; maintain accurate records; handle sensitive inquiries from & contacts with officials & general public.
15	Responsible for evaluating & forwarding of all criminal intelligence information for the purpose of target selection & strategic & tactical planning; recommends policy change when necessary; assists in manpower requirements.	
20	Serves as liaison to all levels of law enforcement to include local, county, state & federal: delivers speeches; confers with prosecuting attorneys regarding cases; instructs in both basic & advanced police training classes; plans & coordinates periodic training for subordinates; responsible for interpretation of criminal laws; assists in initiating procedures & formulating policy; maintains proficiency in firearms & self defense; may perform bargaining unit work for reasons of emergency or operational requirements (e.g., background investigations, assist law enforcement agencies with &/or during investigation & interviewing).	

JOB CODE
26135

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE

DATE

4/16/17

Michael Trout



Employee Evaluation

Employee Name:	Michael D Trout		
Classification/Working Title:	BCI & I Special Agent	Position Status:	Bargaining Unit 46
Section/Unit:	BCI	Evaluation Form:	Protective Services
Supervisor/Rater:	Donald Fitch	Is the employee a manager / supervisor?	
		No	
Employee ID:	[REDACTED]		
Deadline:	11/30/2015		
Rating Period From 07/01/2014 To 10/20/2016			
Evaluation Type:			
<input type="checkbox"/> Mid-Probation <input type="checkbox"/> Final Probation <input type="checkbox"/> Goal Only			
<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Periodic			

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Job Knowledge	<p>Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	<p>Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Quality	<p>Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Quantity	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Team Effort/Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Timeliness	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

COMMENTS

Mike does a good job maintaining a full caseload. He completes his work in a timely manner and maintains his case files properly.

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION
Continue as a leader in SIU	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	Mike is a Senior Special Agent and a veteran in SE SIU, he is good at sharing new ideals and concepts with his co-workers. Mike also often assumes a supervisory role in SE SIU while I'm off work and does a great job.
Obtain Expert Knowledge in areas related to SIU	<input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input checked="" type="checkbox"/> Not Applicable	Due to budget restraints at BCI, Mike has not had the opportunity to attend any Nationally Accredited training courses during the evaluation period.

New Goals		
GOAL	Action Steps	Measurement
To attend Nationally Accredited Training Courses	To enroll and be selected to attend Nationally Accredited Training Courses.	The successful completion of the Nationally Accredited Training.
Leadership	<p>To continue to be a leader in SE SIU by offering newer Special Agents advice and consulting with co-workers on high profile investigations.</p> <p>Continue to assume the Supervisory responsibilities in my absence.</p>	The observation of Mike working with co-workers offering advice and taking a leadership role within SE SIU.

RATER	Rater Name: Donald Fitch	Date Signed: October 20, 2016
	Comments	
	Special Agent Mike Trout is very valuable to SE SIU. He provides leadership, knowledge and does quality work. He is a talented investigator that is very committed to successfully investigating his cases.	

REVIEWER	Reviewer Name: Benjamin Suver	Date Signed: October 25, 2016
	Comments	
	Outstanding job Mike!	

EMPLOYEE	I understand that this evaluation will be placed in my permanent personnel file. My initials will act as my signature and do not indicate agreement with the evaluation.	
	<input checked="" type="checkbox"/> I have read the evaluation and would not like to respond. <input type="checkbox"/> I have read the evaluation and would like to respond. (Shown On Next Page)	
	Employee Name: Michael Trout	
	Date Signed: October 25, 2016	Employee Signed Initials: MDT

APPOINTING AUTHORITY	Mike DeWine/KCM
	December 29, 2016
	

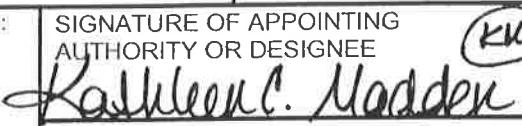
POSITION DESCRIPTION

DIVISION OR INSTITUTION
ATTORNEY GENERAL

UNIT OR OFFICE
BCI - INVESTIGATIONS SOUTH

AGENCY/DEPT ID 055-000/AG0461500
TROUT, MICHAEL

COUNTY OF EMPLOYMENT
MADISON

POSITION NUMBER 20075125	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION AGENT		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20003462 ASSISTANT SUPERINTENDENT (ADMIN STAFF)		
JOB TITLE BCI SPECIAL AGENT	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	<input checked="" type="checkbox"/> Filled <input type="checkbox"/> Vacant	Bargaining Unit 46 FOP Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 AM TO: 5:00 PM or as section needs arise				
JOB DESCRIPTION					
%	Job Duties in Order of Importance			Knowledge, Skills & Abilities	
85	Under general supervision, serves as case agent in conducting criminal felony investigations in narcotics & organized crime to include both overt & covert investigations as requested by law enforcement agencies; independently investigates homicides, rapes, aggravated assault, environmental enforcement cases & cases involving specialized investigations or services; etc.; assumes total case responsibility for collection & preservation of evidence; locates & interviews witnesses, suspects & other knowledgeable persons; prepares & submits investigative reports for administrative or court actions; assists in making arrests, takes confessions; reviews reports of assisting agents; checks technical evidence for court submission; confers with prosecuting attorneys & testifies in court.			Knowledge of: criminal investigations; agency, state & federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation*; case preparation*; criminal evidence & procedure*; behavioral or social science (i.e., psychology, sociology, criminology); physical or biological science (e.g., chemistry, physics); written communication (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g. speech); interviewing; public relations; employee training & development. Skill in: use & operation of firearms (e.g. .38 caliber 2 1/2 inch barreled revolver, 40 caliber semi-automatic, shotgun); metal detector, two-way radio; recording devices; camera*. Ability to: define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; prepare meaningful, concise & accurate reports; gather, collate & classify information about people, places or things; handle sensitive inquiries from & contact with officials & general public; deal with problems involving several variables in familiar context; prepare & deliver speeches before specialized audiences & general public; cooperate with co-workers on group projects.	
10	Serves as liaison to & works in cooperation with all other levels of law enforcement agencies, universities, communities & surroundings: delivers speeches to specialized audiences &/or general public on crime awareness & prevention; maintains skill in firearms & self-defense; collects, evaluates & forwards criminal intelligence information.				
5	Serves as instructor for special agent & police officer training in specialized areas to include homicide, crime search investigation, rape investigation, evidence collection, controlled drugs, gambling & environmental investigations.				
Must maintain OPOTC certification & firearms qualification.					
*Developed after employment					
List Position Numbers & Job Titles of Positions Directly Supervised:				SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE 	
				DATE 8/12/14	

Employee Evaluation

Employee Name: Michael D Trout		Employee ID: [REDACTED]	Deadline: 07/18/2014
Classification/Working Title: BCI & I Special Agent	Position Status: Bargaining Unit 46	Rating Period From 07/01/2013 To 06/30/2014	
Section/Unit: BCI	Evaluation Form: Protective Services	Evaluation Type:	
Supervisor/Rater: Donald Fitch	Is the employee a manager / supervisor? No	<input type="checkbox"/> Mid-Probation	<input type="checkbox"/> Final Probation
		<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Goal Only
			<input type="checkbox"/> Special

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Job Knowledge	<p>Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	<p>Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Quality	<p>Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Quantity	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Team Effort/Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Timeliness	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
COMMENTS <p>Mike is a Senior Special Agent assigned to the SE Special Investigative Unit (SIU). He demonstrates a great work ethic, professionalism, and leadership. He successfully completes his investigations and assignments in a superior fashion and plays a vital role in SE SIU.</p> <p>Mike serves as a Field Training Agent to newly hired Special Agents and is frequently assigned to "Acting Special Agent Supervisor" when I'm on vacation.</p>		

Goal Achievement for Current Evaluation Period		
GOAL	RATING	EXPLANATION/DOCUMENTATION
Be a Leader in SE SIU	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	<p>Mike has successfully served as a Field Training Agent during this evaluation period.</p> <p>He continues to serve as a mentor to fellow Special Agents and has taken a leadership role in SIU.</p>
Research and suggest new and valuable training courses for SIU Agents.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	<p>Mike has offered input and researched training needs and equipment for himself and other SIU Special Agents.</p>

New Goals		
GOAL	Action Steps	Measurement
Obtain Expert Knowledge in areas related to SIU	To enroll in Nationally Accredited Courses of training.	The successful completion of Nationally Accredited Courses.
Continue as a leader in SIU	To continue to offer advice to fellow Special Agents and grow as a veteren leader in SIU.	By witnessing Special Agents consulting with Mike on cases and making constructive suggestions.

RATER	Rater Name: Donald Fitch	Date Signed: June 25, 2014
	Comments	
	Mike is an extremely valuable employee and represents BCI in a professional manner. Mike has a great work ethic and dedicated to performing his job duties. He completes all his task in a timely manner and is always available when requested.	

REVIEWER	Reviewer Name: Fredrick Moore	Date Signed: June 25, 2014
	Comments	
	Mike, you worked a lot of high profile cases this past year and excelled at all of them. Good job. Thank You.	

EMPLOYEE	I understand that this evaluation will be placed in my permanent personnel file. My initials will act as my signature and do not indicate agreement with the evaluation.	
	<input checked="" type="checkbox"/> I have read the evaluation and would not like to respond. <input type="checkbox"/> I have read the evaluation and would like to respond. (Shown On Next Page)	
	Employee Name: Michael Trout	
	Date Signed: June 25, 2014	Employee Signed Initials: MDT

APPOINTING AUTHORITY	Mike DeWine/KCM
	June 26, 2014

Michael DeWine (KCM)

Employee Evaluation

Employee Name:	Michael D Trout	Employee ID:	[REDACTED]	Deadline:	07/19/2013
Classification/Working Title:	BCI & I Special Agent	Position Status:	Bargaining Unit 46		
Section/Unit:	BCI	Evaluation Form:	Protective Services		
Supervisor/Rater:	Donald Fitch	Is the employee a manager / supervisor?	No		
			Rating Period From 07/01/2012 To 06/30/2013		
			Evaluation Type:		
			<input type="checkbox"/> Mid-Probation	<input type="checkbox"/> Final Probation	
			<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Special	

PERFORMANCE DIMENSION	DEFINITION	RATING
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal and written communication skills; convey accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Dealing with Demanding Situations	Demonstrates control of self and others under trying circumstances	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Directing/Coordinating Behavior of Others	Describes and explains activities; directs and instructs individuals to accomplish tasks; ensures well-being of individuals within scope of responsibility	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Job Knowledge	<p>Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understand relevant policies, procedures, and regulations; knows theoretical, practical and routine aspects of job as applicable; stays familiar with functions of section; brings innovative ideas to the attention of others.</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving/Decision Making	<p>Identifies issues and problems; collects relevant information; determines alternative solutions; aggressively pursues justice within the authority of the Attorney General's Office and the framework of the law; demonstrates sound judgment</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Quality	<p>Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions.</p>	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

Quantity	Consistently generates amount of work expected; minimizes time lost in non-productive activities.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Team Effort/Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Timeliness	Accomplishes required work on schedule; prioritizes assignments appropriately; manages concurrent assignments; manages time effectively; pursues work with a sense of urgency	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

COMMENTS

Special Agent Mike Trout does a very good job in all aspects of his duties. He is a valuable member of the SE Special Investigations Unit (SIU).

Goal Achievement for Current Evaluation Period

GOAL	RATING	EXPLANATION/DOCUMENTATION
To enhance his knowledge and skills in the area of Special Investigations Unit.	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	SA Mike Trout has successfully completed specialized training and continues to maintain a challenging case load.
To continue to work as a leader and innovative thinker in the Special Investigations Unit by offering new innovative ideas on special investigation techniques.	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable	SA Mike Trout serves as a mentor to fellow SIU Special Agents.

New Goals		
GOAL	Action Steps	Measurement
Research and suggest new and valuable training courses for SIU Agents.	<p>Review training course manuals and courses offered.</p> <p>Make a determination if any SIU Agent would benefit from the training.</p>	Communicate new training opportunities to Supervisor.
Be a Leader in SE SIU	<p>Continue to offer constructive suggestions to SIU Special Agents and Supervisor.</p> <p>Accept the role of a Senior Special Agent in SIU and continue to serve as a mentor.</p>	<p>Communicated suggestions to Supervisor.</p> <p>Observation of leadership within Special Investigations.</p>

RATER**Comments**

SA Mike Trout demonstrates effective decision making skills and is an innovative thinker.

Rater Name:

Donald Fitch

Date Signed:

June 26, 2013

REVIEWER**Comments**

Keep up the good work Mike....

Reviewer Name:

Fredrick Moore

Date Signed:

June 26, 2013

EMPLOYEE

I understand that this evaluation will be placed in my permanent personnel file. **My initials will act as my signature and do not indicate agreement with the evaluation.**

 I have read the evaluation and would not like to respond. I have read the evaluation and would like to respond. (Shown On Next Page)**Employee Name:** Michael Trout**Date Signed:** June 28, 2013**Employee Signed Initials:** MDT**APPOINTING AUTHORITY**

Mike DeWine/KCM

July 12, 2013

A handwritten signature in black ink that reads "Michael DeWine". A small circle containing the letters "KCM" is positioned to the right of the main signature.

Employee Evaluation

[Reset Form](#)
[Print Form](#)

Employee Name:	Last Trout	First Michael	M.I. D	Employee ID: [REDACTED]	Evaluation Deadline: Jun 29, 2012
Classification/Working Title: Special Agent	Position Status: Bargaining Unit 46	Rating Period: From Jul 1, 2012 To Jun 18, 2012			
Section/Unit: BCI	Evaluation Form: Professional/Para-Professional	Evaluation Type: <input type="radio"/> Mid-Probation <input checked="" type="radio"/> Annual <input type="radio"/> Final Probation <input type="radio"/> Special			
Supervisor/Rater Name: D. Scott Fitch	Is the employee a manager / supervisor? No				

RATER INSTRUCTIONS

- A. Review the position description, previous years goals and the last performance evaluation form for the employee. Also consider the following:
 - Work product files
 - Observations of job performance
 - Significant job-related incidents
 - Job related observations of others who work closely with the employee, including appropriate supervisors or managers
 - Employee's evaluation of their own work (if obtained)
 - Professional goals the employee would like to accomplish over the next rating period
 - Recognize accomplishments and good work
- B. Complete the performance evaluation form
 - Mark an "X" for each appropriate rating
 - Provide written rater comments that are work related statements to justify ratings
 - If employee does not meet expectations on specific competencies, comments documenting performance are required
- C. Rate the employees on goal accomplishments & provide written comments on how employee performed on goals.
- D. Performance Improvement Plan for:
 - Exempt Employees: Rate the employee on overall performance. If the employee receives "Partially Meets" or "Does Not Meet" expectations on this rating, a performance improvement plan is required
 - Union Employees: Refer to the union contract
- E. Hold the performance review conference with the employee to go over ratings and to mutually establish goals for the next review period.
 - Provide strict privacy; put the employee at ease; encourage employee input in discussion of performance
 - Go over each competency and goal with the employee recognizing both good work, areas of improvement, and expectations
 - Mutually establish goals for the upcoming year
- F. Make any revisions to the evaluation based on performance review conference with the employee and sign the evaluation form as the rater.
- G. Forward the form to the reviewer for comment and signature
 - Ensure the rater complied with all of the above instructions; return any incomplete forms to the rater for completion
 - Add any work related comments and sign the evaluation
- H. Forward evaluation to the employee for review and signature
 - Check the box indicating if you have attached a statement and sign the evaluation
 - Save a copy for your records and return the evaluation to the rater
- I. Forward the completed Performance Review to Human Resources for the appointing authority signature.

PERFORMANCE DIMENSIONS	DEFINITION	RATING
Job Knowledge	Applies knowledge effectively to job duties; maintains proficiency and updates job knowledge; understands relevant policies, procedures and regulations; knows theoretical, practical, and routine aspects of present job as applicable; stays familiar with functions of section; brings innovative ideas to attention of others	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Problem Solving / Decision Making	Identifies issues and problems; collects relevant information; determines alternative solutions	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Communication	Demonstrates tact and diplomacy; employs effective verbal, non-verbal, and written communication skills; conveys accurate and appropriate information in a clear and concise manner; understands written and verbal instructions and asks questions when appropriate; maintains necessary confidentiality	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Judgment	Makes logical decisions based on relevant information; deals with sensitive issues appropriately; understands when issues need to be elevated and follows steps to properly notify appropriate personnel	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Team Effort / Cooperation	Works with others to solve problems; seeks and accepts input; provides objective feedback; contributes to group efforts; establishes and/or maintains positive working relationships with others	<input type="checkbox"/> Exceeds <input checked="" type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable
Quality	Completes work in an accurate, neat, well-organized and thorough manner; requires minimal review; produces error-free work on most occasions	<input checked="" type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Partially Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Applicable

PERFORMANCE DIMENSIONS	DEFINITION	RATING
Timeliness	Accomplishes required work on schedule on most occasions; prioritizes assignments appropriately; manages concurrent assignments	<input type="radio"/> Exceeds <input checked="" type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable
Quantity	Consistently generates amount of work expected; minimizes time lost in non-productive activities	<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input type="radio"/> Not Applicable
COMMENTS (Characters limited to text area)	<p>I have supervised SA Mike Trout since December 4, 2011. SA Trout has demonstrated good decision-making skills, is an excellent problem solver, and maintains timely and accurate paperwork. He generates a lot of self initiated case load. SA Trout is very well respected amongst his peers at BCI as well as in the local law enforcement community. SA Trout also serves as an experienced Field Training Agent within Special Investigations.</p>	

Goal Achievement for Current Evaluation Period

	GOAL	RATING	
1		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	
2		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	
3		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	
4		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	
5		<input type="radio"/> Exceeds <input type="radio"/> Meets <input type="radio"/> Partially Meets <input type="radio"/> Does Not Meet <input checked="" type="radio"/> Not Applicable	

New Goals

GOAL	ACTION STEPS	MEASUREMENT
1 To enhance his knowledge and skills in the area of Special Investigations Unit.	To attend advanced specialized training courses as well as continue to develop existing through experience obtained during special investigations.	
2 To continue to work as a leader and innovative thinker in the Special Investigations Unit by offering new innovative ideas on special investigation techniques.	To maintain communication with other Special Investigative Unit Agents and share new ideas and training opportunities.	
3		
4		
5		

[Print Form](#)[Final to HR](#)**SIGNATURES****RATER****Comments**

SA Mike Trout does a very good job and is a valuable asset to the SE Special Investigations Unit.

Rater Name

D. Scott Fitch

Date

Jun 18, 2012

Rater Signature**Scott Fitch**

Digitally signed by Scott Fitch
 DN: cn=Scott Fitch, o=BCI, ou=Investigations,
 email=scott.fitch@ohioattorneygeneral.gov, c=US
 Date: 2012.06.21 11:56:51 -04'00'

[Draft to Reviewer](#)[Final to Reviewer](#)**REVIEWER /
SECTION CHIEF****Comments**

Good Job Mike

Reviewer Name

Fred R. Moore

Date

Jun 21, 2012

Reviewer Signature**Fred Moore**

Digitally signed by Fred Moore
 DN: cn=Fred Moore, o=BCI, ou=BCI Investigations,
 email=fred.moore@ohioattorneygeneral.gov, c=US
 Date: 2012.06.21 14:33:57 -04'00'
 6/21/12

[Draft to Rater](#)[Final to Employee](#)**EMPLOYEE**

I understand that this evaluation will be placed in my permanent personnel file. **My initials will act as my signature and do not indicate agreement with the evaluation.**

I have read the evaluation and **would not like** to respond. I have read the evaluation and **would like** to respond on the following page.

For unclassified staff only: It must be stressed that staff holding an unclassified position serve at the pleasure of the Attorney General and this evaluation provides no assurance or right to continued employment.

Employee Name

Michael D. Trout

Date

Jun 21, 2012

Employee Initials

MDT

[Lock Form](#)[Final to Rater](#)**APPOINTING
AUTHORITY****Appointing Authority Name**

Ohio Attorney General Mike DeWine

Date

Mar 18, 2013

Appointing Authority Signature*Michael DeWine* 



This is to certify that

Michael Trout

has completed the Ohio Attorney General's online training course on

DeEscalating Mental Health Crises

Completed on: 05/16/2012

Completed in: 2:8:28

URBANA POLICE DIVISION

April 11, 2012

Thomas Strickrath, Superintendent
Ohio Bureau of Criminal Investigations
1560 State Route 56 NW
London, Ohio 45011-2993



Dear Superintendent Strickrath,

On March 30, 2012, the Urbana Police Division began a homicide investigation involving the death and dismemberment of a young Urbana woman, Jessica Rae Sacco. I first requested the assistance of BCI's Crime Scene Unit to help in processing our scene, and S.A. Bryan White made contact with me and confirmed he and others were enroute to help my agency at our scene. The crime scene was processed thoroughly for almost ten hours. Within a few hours of the original request for the Crime Scene Unit, S.A. Supervisor Ben Suver contacted me and offered the services of BCI's Major Crimes Unit, to help us in our homicide investigation. It was an offer I couldn't turn down.

Since the initial call for help, several BCI agents have provided my agency with invaluable crime scene, logistical, technical and investigative services, that we don't have at the ready in a case of this magnitude. This case has taken us to multiple jurisdictions where those responsible were located, interviewed and arrested and evidence was located and collected, including the missing body parts of Jessica. Although there is still much left to do, I'm certain that the work of these agents has helped my agency to solidify the case we have to date. I'm also sure that this work will go a long way into assuring the strongest case we can produce will be proven with a successful criminal prosecution.

The following agents should be commended for the professional manner and valuable investigative services they've provided the Urbana Police Division in the Jessica Rae Sacco homicide.

- Special Agent Vicki Angelopoulos
- Special Agent Todd Brown
- Criminal Intelligence Analyst Jennifer Dillion
- Special Agent Joshua C. Durst
- Special Agent Todd Fortner
- Special Agent Daryl Henderson
- Special Agent Brandon J. Hoyt
- Special Agent Stephanie A. Russell
- Special Agent Supervisor Benjamin Suver
- Special Agent Michael D. Trout
- Special Agent J. Bryan White

Thanks to all of our
BCI professionals who
assisted on this case.
Great work, Team!
Tom S 4/19,

There are probably many others, who have played a role behind the scenes in helping the Urbana Police Division and to those I also give thanks. Please know how much I appreciate the Ohio BCI and its agents for being there for my agency and our victim since March 30, 2012.

Respectfully,

Matt D. Lingrell
Matt D. Lingrell, Chief

Matthew D. Lingrell, Chief of Police
matt.lingrell@ci.urbana.oh.us

205 South Main Street • Urbana, Ohio 43078 • Dispatch: 937-652-4350 Fax: 937-652-5146

What a great
effort! Thank
you! X



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

Criminal Justice Section

Special Prosecutions Unit

Office number: 614-644-0729

Fax number: 866-910-2107

150 E. Gay St., 16th Floor

Columbus OH 43215

www.OhioAttorneyGeneral.gov

*Great work!
Dave & Mike
Thanks. Tom S.*

February 6, 2012

*Awesome work!
thank you.
Tom S.*



Tom Stickrath
Superintendent of Ohio BCI
PO Box 365
London, OH 43140-0365

Re: *State v. Jerry Hallowell* - Athens County Common Pleas Court

Dear Superintendent Stickrath:

We are writing to express our thanks for the effort and time that BCI, its agents, analysts and employees put into the successful prosecution of former Athens County Sheriff's Deputy, Jerry Hallowell.

As you may know, Hallowell used his position as director of the Athens County Drug task force to misuse and abuse his authority. In the process, Hallowell committed numerous crimes completely driving through the ethical and moral boundaries that exist for law enforcement officers.

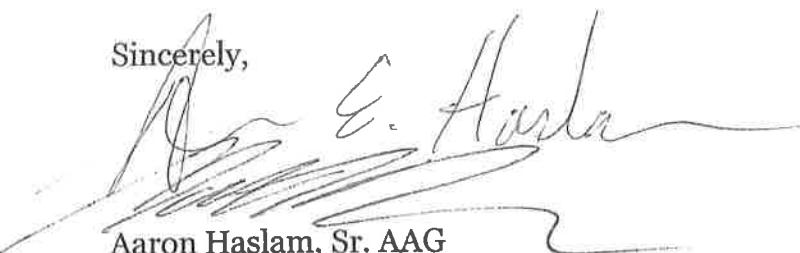
After BCI was requested by the local prosecutor, Agent Mike Trout and Supervising Agent Dave Myer organized and executed an outstanding sting operation. Because of their precise and swift efforts, Hallowell was arrested quickly avoiding any additional harm to the public or victim.

A subsequent investigation lead by SA Trout but involving every single agent in SE SIU, agents from Crime Scene Investigations, agents from SE Narcotics, Computer Crimes, Analysts and Lab personnel assisted in uncovering other crimes, involving other victims and other highly unethical behavior by Hallowell.

The whole of BCI's resources were utilized to build an excellent case against Hallowell. Through Agent Trout and the rest of your agency's efforts, Hallowell was convicted of numerous felonies and a misdemeanor, which removed him from public office. Hallowell will never again be a certified peace officer in Ohio.

Without the efforts of Agent Trout and BCI, the prosecution of Hallowell would not have been successful. Again thank you for BCI's efforts.

Sincerely,



Aaron Haslam, Sr. AAG
Matthew J. Donahue, Assoc. AAG

cc: File
Stephen Schumaker
Jeff Welbaum

BCI Record of Training Received

[Reset Form](#)

Employee Information

Employee ID #	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	Last Name	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> Trout
First Name	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> Michael	Working Title	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> Special Agent
Assigned Location	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> Athens	Assigned Division	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/> Investigations
Assigned Section	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	SIU	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>

Training Information

Enter information about the specific training you completed. If you attended a course/seminar that included workshops please list the workshops separately.

Training Provided by: OPOTA

Title of Course/Workshop	Date of Training	Training Hours
03-430-12-01 Electronic surveillance	1/31/2012	12.00

Total Training Hours 12.00

Class/Training Paid for by: BCI/AG Personal No Charge Other _____

Please answer the following questions about the training course you have completed.

Did the training you received enhance your ability to perform your assigned duties? Yes No
 Comments:

Would you recommend other BCI personnel attend similar training opportunities in the future? Yes No
 Comments:

Please attach a copy of certificate to the form and send to:
Administration & Investigation - Brandi Robinson; Identification – Debra Cypryla; Laboratory – Kim Foster

Do Not Write Below - For Administration Use Only

Cost of Registration _____ Travel Expenses _____

Fund # _____ Grant # _____ Dept ID # _____ Other Payee: _____

Updated: 11/16/2011



OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

Michael D. Trout

has successfully completed the advanced training course

03-430-12-01: Electronic Surveillance

at the Ohio Peace Officer Training Academy given

January 30 - 31, 2012

Mike DeWine

Mike DeWine
Attorney General

Vernon P. Stanforth

Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

Robert Fiatal

Robert A. Fiatal, Executive Director
Ohio Peace Officer Training Commission

RECEIVED

BARGAINING UNIT

EMPLOYEE PERFORMANCE REVIEW

Evaluation Deadline 06/30/2011	2011 JUL - 7 PM 2:09
Rating Period 06/02/10 - 06/01/11	

Classification Title BCI SPECIAL AGENT	ATTORNEY GENERAL OFFICE
---	----------------------------

Name (Last) TROUT	(First) MICHAEL	(MI) D.	Soc. Sec.	Mid- Probation <input type="checkbox"/>	Final Probation <input type="checkbox"/>	Annual <input checked="" type="checkbox"/>	Special <input type="checkbox"/>
Agency/Division ATTORNEY GENERAL	C.B. Unit 46	Section/Unit BCI & I					
PERFORMANCE DIMENSIONS		Expectation Ratings			RATER COMMENTS		
		Meets <input type="checkbox"/>	Below <input type="checkbox"/>	Above <input checked="" type="checkbox"/>	Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.		
QUANTITY Generates amount of work expected.					SA Trout continues to generate a high volume of work for SE Special Investigations Unit, and remains one of the top producers in the squad. He is often "called out" during off hours as well.		
QUALITY Completes work in an accurate, neat, well-organized, thorough and applicable manner					Mike completes his case work/assignments in an accurate, neat, thorough, and applicable manner. The overall Quality of his criminal case work remains excellent, as he has again worked/resolved many sensitive, complex, and high-profile investigations.		
TIMELINESS Accomplishes required work on schedule					SA Trout accomplishes required/important assigned work on schedule, & continues to balance Admin. tasks w/in the demands of SE SIU's criminal case load. Addition of a SE facility will further enhance the overall "timeliness" of his submissions/work product.		
TEAM EFFORT/COOPERATION Contributes to group effort. Establishes positive working relationships with others.					SA Trout is a strong contributor to the group effort, especially in that he is the key SIU agent in geographic proximity to a majority of this unit's work. He maintains positive working relationships, and is often the first to respond to serious SE case requests.		
DIRECTING/COORDINATING BEHAVIOR OF OTHERS Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.					Michael describes & explains his work activities well, and routinely ensures the safety, productivity, and well-being of others. He has been outstanding @ directing/coordinating others to accomplish investigative tasks while they are assisting in true SE Ohio (and adjacent states). He remains one of our more technically & tactically sound special agents, and continues to develop and produce in these and other areas.		
DEALING WITH DEMANDING SITUATIONS Demonstrates control of self and others under trying circumstances.					SA Trout exhibits excellent self-control, as well as the appropriate & necessary control of others in trying, demanding, and/or dangerous circumstances & situations. He continues to exercise solid judgment in his approach with co-workers and all other individuals inside and outside of BCI.		
ADHERING TO PROCEDURES Knows the rules and regulations and follows them without being reminded.					Mike continues to follow all of the rules, regulations, Directives, contractual requirements, ethical expectations, procedures, CALEA standards, and the multitude of other AGO/institutional guidelines in this very demanding position.		
COMMUNICATING Understands written and oral instructions. Relays appropriate information in a clear, concise manner.					Mike easily comprehends written & oral instructions, and understands, follows, and appreciates direction. He relays complex information appropriately, clearly, and as concisely as possible. Mike understands the nuances of SIU work, and his verbal & written communications remain outstanding.		
I have prepared this performance review: Reviewer Signature Reviewer Comments: Comments: -Good work! Reviewer Signature Appointing Authority Michael Denn (KAM)				I have read the above: I have <input type="checkbox"/> have not <input checked="" type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above. Employee Comments: Employee Signature Signature #128			
Date 06/26/11		Date 07/28/11					
Date 07/23/11							



UNIT AWARD

NOMINATION FORM

The Unit Award recognizes a Section within each Division of BCI that has demonstrated extraordinary actions in the performance of their duties.

I/we nominate SE Major Crimes/Special Investigations Unit to receive the Ohio Bureau of Criminal Identification & Investigation's Unit Award for the following reasons:

BCI's SE Special Investigations Unit won the 2009 Unit Award for various reasons including overall productivity in servicing the multitude of case requests from the law enforcement agencies & prosecutors in its 23-county district. In 2010, with fewer agents and fewer available "man hours", this Unit has again seen its case requests increase 7% over the past twelve months.

This Unit has consistently, professionally, and diligently worked felony criminal cases of all levels of complexity and social/political consequence. SE SIU continued to resolve homicides, sexual assaults, complex theft/financial investigations, public corruption cases, federal/ FBI investigations, work with the U.S. Marshal's Service in locating & arresting more than one thousand five hundred (1,500) felons/fugitives annually, completed thousands of pages of transcription, and conducted at least half a dozen important officer-involved-shootings and/or inmate death investigations in 2010.

SE SIU has worked several high-profile cases, stepped-up to the unique challenges presented, and generated successful investigative efforts w/ numerous Grand Jury presentments, Indictments & Convictions. This Unit has also assisted many others around the State, including a prescription drug/pill-factory under-cover role, assistance with Marijuana Eradication all summer, and two agents who rescued two female crash victims trapped in their burning automobiles.

Highlight cases for 2010 included the extremely hard-fought (and eventually won) re-trial of Paula Rizer in the murder of her husband Kenneth Rizer, Sr. near Pomeroy, Ohio. BCI was clearly the "star" of this investigation and trial, and as such was under tremendous scrutiny and often-inaccurate portrayal by the Defense team that included defense "experts" from Alaska, Chicago, and Dr. Michael Baden of New York state fame.

Further highlight cases involved Officer-Involved-Shootings in Whitehall (fatality), Ross County, Scioto County (83 yr old male victim/fatality), Lawrence County (drug suspect/victim accidentally shot in the face), and others. Agents worked several questioned death investigations during the year, and a high profile sexual battery case involving a Sheriff's Lieutenant having sexual relations with his Confidential Informant.

Although they have all made significant individual contributions in 2010, it is AS a UNIT that this SE SIU squad has risen above the rest, and is certainly deserving of retaining this BCI Unit Award for another year. Thank You.

Nominator's Name: SAS David J. Meyer *DM* Date: 11/29/2010



RICHARD CORDRAY
OHIO ATTORNEY GENERAL

EMPLOYEE ACKNOWLEDGMENT
AGO Policy Revision –
Travel Policy

1. I have read and understand and agree to abide by all the provisions outlined in these Policies referenced above and understand that these provisions overrule any prior personnel directives and policy statements relating to Travel Policy developed by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice or as set forth in any applicable collective bargaining agreement.
3. I understand and agree that nothing in this policy, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the COO of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: Michael Trout _____

Printed Name: _____

Date: 10/15/10 _____

Human Resources

30 East Broad St 16th Fl • Columbus, Ohio 43215 • PHONE 614.466-8911 • FAX 614.728-7582 • www.ohioattorneygeneral.gov

Ohio Bureau of Criminal Identification & Investigation



Certificate of Training

MIKE TROUT

Attended

Senate Bill 77 Legal Update Training

An hour and a half (1.5) course instructed by

John Green, OPOTA Law Enforcement Training Officer

July 13, 2010

Pete Tobin, Superintendent
Ohio Bureau of Criminal Identification & Investigation





STATE OF OHIO

Office of the Attorney General

PROTECTIVE SERVICES
RECEIVED

2010 JUL 12 AM 9:21

BARGAINING UNIT EMPLOYEE PERFORMANCE REVIEW

Name (Last)	(First)	(MI)	Soc. Sec.	Classification Title BCI & I Special Agent				
TROUT	MICHAEL	W.D.		Mid-Probation	Final Probation	Annual <input checked="" type="checkbox"/>	Special <input type="checkbox"/>	
Agency/Division	C.B. Unit	Section/Unit			RATER COMMENTS			
ATTORNEY GENERAL	46	BCI & I			Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.			
PERFORMANCE DIMENSIONS		Expectation Ratings						
		Meets	Below	Above				
QUANTITY		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike continues to generate a high volume of work for SE SIU, and remains one of the top producers in this squad. Excellent.			
QUALITY		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike completes case work/assignments in an accurate, neat, organized, thorough, & applicable manner. The Quality of his case work is excellent; produces positive results in his criminal investigations; & was instrumental in solving several murders.			
TIMELINESS		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike continues to accomplish his case work and admin. responsibilities on or ahead of schedule. Given the volume of work he is responsible for, he has done an exceptional job.			
TEAM EFFORT/COOPERATION		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike is a strong contributor to the group effort, establishes positive working relationships, & is often the 1st to respond to important assignments. BCI Unit of the Year Award for 2009.			
DIRECTING/COORDINATING BEHAVIOR OF OTHERS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike describes and explains activities very well, and always ensures the safety, productivity, and well-being of others. When given the opportunities, Mike has been excellent at directing/instructing others to accomplish their investigative tasks. He has also started serving periodically as the acting Supervisor for this unit - and has done a fine job as such.			
DEALING WITH DEMANDING SITUATIONS		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike has shown excellent self-control, as well as the necessary & appropriate control of others in demanding situations and trying circumstances. He exercises good judgment in his approach with co-workers, as well as his interaction(s) w/ others inside and outside of BCI.			
ADHERING TO PROCEDURES		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike regularly adheres to the many rules, regulations, ethical expectations, policy & procedures, and CALEA standards of this agency. He dutifully follows the multitude of requirements at BCI and the AGO without needing/being reminded.			
COMMUNICATING		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike easily comprehends written & oral instructions, follows direction well, and relays information appropriately and clearly. He understands the complexities of SIU work, and his written & verbal communications remain excellent.			
I have prepared this performance review:					I have read the above: I have <input checked="" type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.			
Reviewer Signature <i>David J. Meyer, SAS</i>								
Reviewer Comments: <i>Good Job</i>								
Reviewer Signature <i>K. P. Hartman</i>		Date 6/21/10			Employee Comments: Employee Signature <i>John L. Lassart</i>			
Appointing Authority								

Bob C.

6/24/10

John L. Lassart

Ohio Bureau of Criminal Identification and Investigation



UNIT Award

Presented to

SE SPECIAL INVESTIGATIONS UNIT

Dur

On this 10th Day of December 2009, In Recognition of Employees Within a Unit
Who Have Demonstrated Extraordinary Actions in the Performance of Their Duties.



Richard Cordray
Richard Cordray

BCI&I

Peter C. Tobin
Peter C. Tobin



PROTECTIVE SERVICES
PERFORMANCE ACTION PLAN

Date: 06/15/2010 Employee: S/A TROUT Supervisor: David J. Meyer DM

Classification Title: BCI Special Agent Classification: 26131AG

PERFORMANCE DIMENSION	PERFORMANCE EXPECTED
Quantity	Try to maintain the Quantity of work produced, within the current limits of time (Furloughs), case load, administrative duties, and opportunity. As we continue to perhaps handle more cases than any SIU squad in the state, Requests for Assistance (and therefore Expectations) will remain higher than ever.
Quality	Pay Attention to Detail! Spend some "Quality Time" with your Case Files and Administrative paperwork. Although improving your investigative knowledge base/skills will be somewhat difficult w/ the furloughs and freezes on training \$\$, you can work on the overall Quality of work you submit. In yet another very difficult year of "doing more with less", the MORE should be Quality not Quantity. Improve your written communications (reports) and overall work product. Take more "ownership" of your own case files.
Timeliness	Continue to STRIVE for perfection in the area of "timeliness" - and you will surely see Progress, and thus do very well. Timely IR's, Prosecutor Summaries, other case documentation, and the sometimes important Administrative responsibilities...are the real key to success in this job. When you get too far behind, it is impossible to prosper...
Team Effort/Cooperation	Congratulations on your BCI "Unit of the Year Award" in 2009. Congratulations on your other Unit and individual Awards in 2009-2010. Your strongest efforts to Cooperate and contribute to the Team Effort have paid off. Stick with...."Do something for the Good of the Order", and i will again be repeatedly commanding you for your self-sacrificing efforts!
Directing/Coordinating Behavior of Others	Be a leader by setting good examples for all others you are working with. You can lead (Direct/Coordinate the Behavior of Others) more effectively by example & work ethic than by title or mouth. Volunteer for a week or two of Acting SAS during the year, if you are so inclined.
Dealing with Demanding Situations	We remain here to "work and solve criminal cases." We work for the Victims and their Families, Law Enforcement, and Prosecutors. That remains demanding enough, and you are doing very well in those situations. Try to stay away from the unnatural "trying/demanding situations" that tend to occur in and around the office. In this job/agency, the political/personal conflicts are not going away, so they are best avoided whenever possible.
Adhering to Procedure	Stay up-to-date on the ever-changing operational policies and procedures. With your moral compass intact, you will not have to worry much about the primarily ethical policy/procedures. If you have questions about the others, simply ask.
Communicating	Communicate in a candid and respectful way, even to those who it might be difficult to respect. Improve your written communications (clear, concise, accurate and timely reports of all nature). If you hear rumors, or have questions/concerns, ASK for explanation(s) rather than making or letting matters get worse. Communicate, articulate, verbalize, whatever you want to call it. And, take ownership of your case files, as THEY are communicating/speaking volumes ABOUT YOU.

Employee Signature: Date: 06/17/2010

Supervisor Signature: David J. Meyer, SAS Date: 06/15/2010

BCI&I RECORD OF TRAINING RECEIVED

[REDACTED] Employee ID #

Trout

Last Name

Michael

First Name

Bargaining Unit 46

Columbus

Investigations

SIU

Special Agent

Title of Course 03-433-10-03 Criminal Procedure Update

Workshops: Training Hours

Total Training Hours

3.00

Date Training Completed: 3/5/2010 Travel Hours Only

Class/Training paid for by:



BCI/AG



Personal



Other

Attach copy of certificate and forward to:

Administration - Deb Gearhiser
Identification - Debra Cypryla
Laboratory - Sheila Gossard
Investigation - Deb Gearhiser

Reset Form



DO NOT WRITE BELOW - FOR PROFESSIONAL STANDARDS & TRAINING USE ONLY

Cost of Registration

Fund #

Grant #

Travel Expenses

Dept. ID #

Other Payee:



OHIO PEACE OFFICER TRAINING COMMISSION
AND
THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

Michael D. Trout

has participated in the advanced training course

03-433-10-03: Criminal Procedure Update

at the Ohio Peace Officer Training Academy given

March 5, 2010

Richard Cordray

Richard Cordray
Attorney General

Vernon P. Stanforth

Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

Ron Ferrell

Ron Ferrell, Executive Director
Ohio Peace Officer Training Commission



RICHARD CORDRAY
OHIO ATTORNEY GENERAL

 COPY

March 1, 2010

Michael Trout
Special Agent
Crime Scene, London

Dear Mike:

I have attached an email regarding the guilty verdict on the Rizer murder thanking you for your help.

I wish to extend my personal appreciation to you for your service and dedication to BCI&I. You have proven yourself to be committed to upholding the highest standards of professionalism and it is reassuring to have those efforts noted. Thank you.

*Your work
is outstanding*

Sincerely,



Peter C. Tobin

Attachment

PCT/pjd



Ohio Bureau of Criminal Identification and Investigation

P.O. Box 365
London, OH 43140
Telephone: (740) 845-2000
Facsimile: (740) 845-2020



An Internationally Certified
Law Enforcement Agency



An ASCLD/LAB® Accredited
Laboratory (since 2002)

www.ag.state.oh.us

Pamela Davis

From: Peter Tobin
Sent: Thursday, January 21, 2010 1:15 PM
To: Pamela Davis
Subject: FW: Rizer Murder Trial

letters of commendation

-----Original Message-----

From: James R. Smith
Sent: Thursday, January 21, 2010 6:35 AM
To: Peter Tobin
Subject: RE: Rizer Murder Trial

Thank you.

-----Original Message-----

From: Peter Tobin
Sent: Tuesday, January 19, 2010 7:58 PM
To: Michael D. Trout; Kurt S. Shearer; James Bryan White; Lisa A. Savage; James R. Smith; Brandon J. Hoyt; Erin K. Durocher; Valerie A. Todd
Subject: RE: Rizer Murder Trial

Congratulations to everyone involved. You guys are awesome

-----Original Message-----

From: Michael D. Trout
Sent: Tuesday, January 19, 2010 3:42 PM
To: Kurt S. Shearer; Peter Tobin
Cc: Valerie A. Todd; Erin K. Durocher; James R. Smith; Lisa A. Savage; James Bryan White; Kristen Slaper; Brandon J. Hoyt
Subject: Rizer Murder Trial

The Jury came back with a guilty verdict- Murder. Sentencing is tomorrow. Thanks for everyone's help.



RICHARD CORDRAY
OHIO ATTORNEY GENERAL

January 25, 2010

Michael Trout
BCI&I
Columbus

Dear Michael,

I would like to offer my sincere congratulations and thanks to you for your **5** years of service to the Office of the Ohio Attorney General. As a sign of my appreciation and a token of your commitment, I would like to offer you the enclosed service pin.

I hope this pin serves as a reminder to you that I truly appreciate all you do to uphold the honor of the Office of the Ohio Attorney General and to serve the citizens of Ohio. It is a pleasure working with you.

Sincerely,



Richard Cordray
Ohio Attorney General



EMPLOYEE TRAINING ACKNOWLEDGEMENT AGO Ethics Training 2009

1. I have completed the web-based Ethics Training Course for 2009 and agree to abide by all the provisions outlined in the course and in the Ethics Policies of the Ohio Attorney General's Office.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
3. I understand and agree that nothing in this training course or the associated policies, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the COO of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Name:

Today's Date:

[Click Here toSUBMIT](#)

[Reset Form](#)



Michael Trout

UNIT AWARD

NOMINATION FORM

The Unit Award recognizes a Section within each Division of BCI that has demonstrated extraordinary actions in the performance of their duties.

I/we nominate SE Major Crimes/Special Investigations Unit to receive the Ohio Bureau of Criminal Identification & Investigation's Unit Award for the following reasons:

BCI's SE Special Investigations Unit handles ~200 case requests a year from the law enforcement agencies & prosecutors in its huge 23-county district. Unit staffing is down 22%, requests are up 21+%, yet this Unit has consistently, professionally, diligently, & honorably worked felony criminal cases of all levels of complexity and social/political consequence. They are resolving homicides, sexual assaults, complex theft/financial investigations, officer-involved-shootings, jail deaths, public corruption cases, federal/ FBI investigations & "wires", and work with the U.S. Marshal's Service in locating & arresting more than one thousand (1,000) felony fugitives a year. SE SIU has worked several high-profile cases, stepped-up to the unique challenges presented, and generated successful investigative efforts w/ numerous Indictments & Convictions. For example:

- > 83-yr-old Doris Jackson was bound, strangled & beaten to death in her home in Tanners Plains. SIU investigation led to Agg Murder/Kidnapping/Robbery & other felony convictions/guilty pleas of Lee Garnes & Charles Williams, now serving prison terms of 6+ years, and 30-yrs-to-Life.
- > 65-yr-old Winfield Hardiman was robbed, beaten & stomped to death in his yard in Carpenter, Ohio. SIU's rapid investigation led to the Murder convictions/guilty pleas of Trinity Whitcraft & girlfriend Nicole LeFleur, as well as two other accomplices. All four defendants are presently serving lengthy prison terms, including 10+ years for LeFleur and 15-yrs-to-Life for Whitcraft.
- > The Chiefs of Police in Martin's Ferry & Bridgeport, Ohio are accused of stealing/trying to sell personal property of the surrogate mother for Sarah Jessica Parker to New York photographers. Criminal trials for each Chief of Police are scheduled for November 2009 & January 2010.
- > Kenneth Rizer Sr. was shot five (5) times by his wife Paula in their living room in Albany, Ohio. After a lengthy & contentious 6-day trial resulted in a deadlocked Meigs County jury (11-1 in favor of a guilty verdict), Paula Rizer's 2nd Murder trial has been scheduled for January 2010.
- > Agents investigated the Belmont Co. homicide of John Roberts, where his nephew "John-John" murdered him, disposing of the body inside a 55 gallon drum. John-John Roberts agreed to plead Guilty to Murder, but facing a lengthy prison sentence of more than 20 years, chose to hang himself with a bed sheet inside his jail cell just hours before his final court appearance.

Although they have all made significant individual contributions in 2009, it is AS a UNIT that this SE SIU squad has risen above the rest, and is certainly deserving of this Unit Award.

Nominator's Name: SAS David J. Meyer

Date: 11/08/2009



STATE OF OHIO

Office of the Attorney General

PROTECTIVE SERVICES

BARGAINING UNIT EMPLOYEE PERFORMANCE REVIEW

				Evaluation Deadline 2009-06-01 3:45	
				Rating Period 08/09/2008 (End-Probation) - 06/01/2009	
				Classification Title BCI & I Special Agent	
Name (Last) TROUT		(First) MICHAEL	(MI) D.	Soc. Sec.	
Agency/Division ATTORNEY GENERAL		C.B. 124 46	Section/Unit BCI & I		
PERFORMANCE DIMENSIONS		Expectation Ratings			RATER COMMENTS Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.
		Meets	Below	Above	
QUANTITY Generates amount of work expected		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike has generated a very high volume of work in the SE SIU district. He remains one of the top producers in this squad.
QUALITY Completes work in an accurate, neat, well-organized, thorough and applicable manner		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike completes his case work and other assignments in an accurate, neat, thorough, and applicable manner. The quality of his case work has been outstanding. Mike continues to produce excellent results in his many criminal investigations.
TIMELINESS Accomplishes required work on schedule		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike continues to accomplish his case work and admin. responsibilities on or ahead of schedule. Given the volume of work he is responsible for, he has done an outstanding job.
TEAM EFFORT/COOPERATION Contributes to group effort. Establishes positive working relationships with others.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike continues to establish/maintain positive working relationships w/ others. He is a strong contributor to the group effort, often the first to respond/accept important assignments.
DIRECTING/COORDINATING BEHAVIOR OF OTHERS Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike describes/explains his activities very well. He always strives to ensure the safety, productivity, and well-being of others. When given the opportunities, Mike has been excellent at directing/instructing others to accomplish their investigative tasks.
DEALING WITH DEMANDING SITUATIONS Demonstrates control of self and others under trying circumstances.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike has shown excellent self-control, and necessary/appropriate control of others, in demanding situations and trying circumstances. He exercises good judgment in his approach with co-workers, as well as his interaction(s) w/ all others.
ADHERING TO PROCEDURES Knows the rules and regulations and follows them without being reminded.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike consistently adheres to the rules, regulations, ethical expectations, policy & procedures, and CALEA standards of this agency. He dutifully follows the multitude of requirements @ BCI and the AGO without needing/being reminded.
COMMUNICATING Understands written and oral instructions. Relays appropriate information in a clear, concise manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike easily and fully understands written & oral instructions, & follows direction well. He has learned the complexities of SIU work, and his written & verbal communications are very good. Mike relays information clearly, concisely & appropriately.
I have prepared this performance review:					
Rater Signature <i>SAS David J. Meyer</i>		I have read the above: I have not responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.			
Reviewer Comments: <i>Good Job!</i>		Employee Comments:			
Reviewer Signature <i>David J. Meyer</i>		Employee Signature <i>John Lankhart</i>			
Date 7/27/09		Date 7/27/09			
Appointing Authority Peter L. Lankhart					Date 9/30/09

Peter L. Lankhart

7/27/09

John Lankhart

9/30/09

UNIT AWARD

NOMINATION FORM

The Unit Award recognizes a Section within each Division of BCI that has demonstrated extraordinary actions in the performance of their duties.

I/we nominate SE Special Investigations Unit to receive the Ohio Bureau of Criminal Identification & Investigation's Unit Award for the following reasons:

The BCI Investigations Division Southeast (SE) Major Crimes/Special Investigations Unit has truly demonstrated extraordinary actions in the performance of their duties, not only in 2008 but for the past several years as well. This Unit receives and investigates nearly two hundred (200) legitimate case requests and Requests for Assistance annually – not only from the many law enforcement agencies and Prosecutors in its expansive twenty-three (23) county district, but from other districts in Ohio, and the Ohio Attorney General's Columbus headquarters/administrative staff.

The SE Special Investigations Unit has consistently, professionally, diligently, and honorably worked - and MADE - cases of all levels of complexity and social/political consequence. They are assigned, and are resolving homicides, sexual assaults, complex theft/financial investigations, officer-involved-shootings, federal/FBI “wires” and investigations, dignitary protection details, public corruption cases of all nature, and work with the U.S. Marshal's in locating and apprehending one thousand (1,000) felony fugitives a year.

These agents have not only “survived” the rigors of working directly with all AGO/Columbus sections in some of the most high-profile cases statewide, they have time and time again stepped-up to the unique challenges presented, and generated numerous successful investigative efforts and resolutions. They have produced one Indictment/Conviction after another, and simply set a standard for professional, dedicated, and honorable investigative results that would be difficult to expect from anyone. (I could name the cases here, but we would go on for a while...)

Although they have all had/made significant *individual* contributions in 2008, it is as *A UNIT* that this SE SIU squad has risen above the rest, and is certainly deserving of this Award.

Thank You for your consideration.

Date: December 27, 2008

Nominator's Signature: David Meyer 



PROTECTIVE SERVICES PERFORMANCE ACTION PLAN

Date: 06/01/2009

Employee: Mike Trout

Supervisor: David J. Meyer DJM

Classification Title: BCI & I Special Agent

Classification: 26131AG

PERFORMANCE DIMENSION	PERFORMANCE EXPECTED
Quantity	Maintain or improve the Quantity of work produced, within the current limits of time, case load, administrative duties, and opportunity. We continue to handle more cases than any SIU squad in the state. Requests for Assistance, and therefore Expectations remain high.
Quality	Continue Improving your investigative knowledge base, daily attitude (even in yet another difficult year of "doing more with less"), your written communications (reports), and overall work product. All agents are again strongly encouraged to take more "ownership" of their case files to avoid future issues/problems.
Timeliness	Strive for perfection in the area of "timeliness" - as nearly impossible as that might be in these difficult positions, and you will do well. Timely IR's, Prosecutor Summaries, other case documentation, & the occasionally important Administrative responsibilities...are the real key to success in this job.
Team Effort/Cooperation	Continue your strong efforts to cooperate and contribute to the Team Effort. You already know a favorite saying is "Do something for the Good of the Order", rather than solely engaging in self-serving actions.
Directing/Coordinating Behavior of Others	Be a leader by setting good examples for all others you are working with. You can lead (Direct/Coordinate the Behavior of Others) more effectively by example & work ethic than by title or mouth. Volunteer for a week or two of Acting SAS, if you are so inclined.
Dealing with Demanding Situations	We are here to "work and solve criminal cases." That is demanding enough. You are doing very well in those situations. Stay away from the (unnatural) "demanding situations" that occur in and around the office. In this job/agency, the political/personal conflicts are not going away, so they are best avoided whenever possible.
Adhering to Procedure	Stay up-to-date on the ever-changing operational policies and procedures. With your moral compass intact, you should not have to worry much about the primarily ethical policy/procedures.
Communicating	Work on communicating in a candid and respectful way, even to those who it might be difficult to respect. Improve your written communications (clear, concise, accurate and timely reports of all nature). As noted above, take ownership of your case files, as they are communicating/speaking volumes about you.

Employee Signature: Mike Trout

Date: 08/20/2009

Supervisor Signature: David J. Meyer, SAS

Date: 06/01/2009



RICHARD CORDRAY

OHIO ATTORNEY GENERAL

EMPLOYEE ACKNOWLEDGMENT

AGO Policy Revision –

**Nepotism, Telephone and Mobile Use, Use of State Owned Equipment,
Internship Policies**

1. I have read and understand and agree to abide by all the provisions outlined in these Policies referenced above and understand that these provisions overrule any prior personnel directives and policy statements relating to Nepotism, Telephone and Mobil Use, Use of State Owned Equipment and Internships/Externships developed by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice or as set forth in any applicable collective bargaining agreement.
3. I understand and agree that nothing in this policy, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the COO of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: 

Printed Name: Michael D. Leon

Date: 05/24/09

Ohio Bureau of Criminal Identification & Investigation



Certificate of Training

MIKE TROUT

*Attended Eight (8) Hours of
BCI Investigations Division In-Service Training*

May 6 & 7, 2009



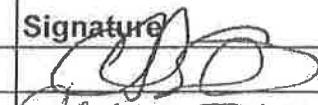
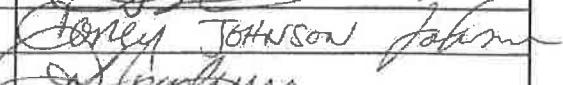
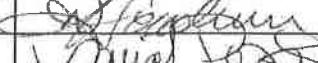
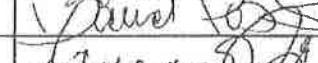
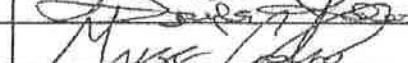
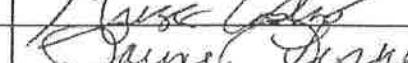
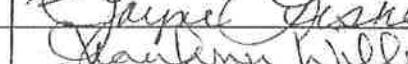
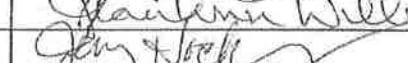
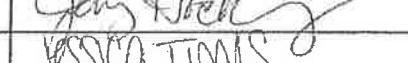
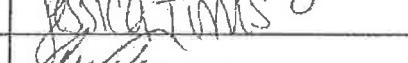
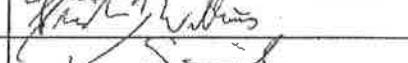
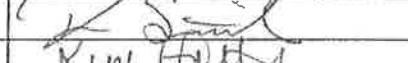
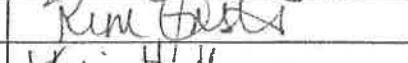
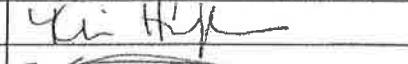
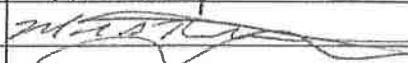
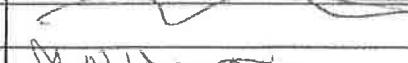
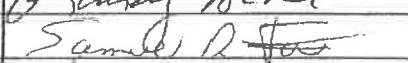
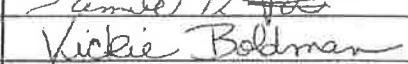
Peter C. Tobin
Peter C. Tobin, Superintendent
Ohio Bureau of Criminal Identification & Investigation

Kurt Shearer
Kurt Shearer, Deputy Superintendent
Ohio Bureau of Criminal Identification & Investigation

Darryl D. Johnson
Darryl D. Johnson, Deputy Superintendent
Ohio Bureau of Criminal Identification & Investigation

Sexual Harassment Awareness Training
BCI, OOCIC, OPOTA
BCI London, 3rd Floor Training Room
Friday, October 31, 2008
9:00 am - 12:00 pm (3 hours)

Mr. Matt Miko, Civil Rights Advantage Consulting Group

	Name	Employee #	BCI/ OOCIC/ OPOTA	Signature
1	Charlie Stiegelmeyer		BCI	
2	Corey Johnson		BCI	
3	Daryl Henderson		BCI	
4	Dave Posten		BCI	
5	Deena Gray		BCI	
6	Dennis Lowe		BCI	
7	Frank Lockhart		BCI	
8	Gayle Robson		BCI	
9	Gregg Costas		BCI	
10	Jayne Fisher		BCI	
11	Jean Ann Williams		BCI	
12	Jenny Hockenberry		BCI	
13	Jessica Toms		BCI	
14	Josh Tobin		BCI	
15	Justin Williams		BCI	
16	Ken Smith		BCI	
17	Kim Foster		BCI	
18	Kim Huffman		BCI	
19	Mark Rohrer		BCI	
20	Matt Congleton		BCI	
21	Michelle Yezzo		BCI	
22	Mick Gyurko		BCI	
23	Mike Trout		BCI	
24	Randy Bliss		BCI	
25	Sam Faulkner		OPOTA	
26	Vickie Boldman		BCI	
27				
28				
29				
30				

POLICE DEPARTMENT

CHIEF OF POLICE
Richard W. Wayt

CAPTAIN
Randy LePage

*601 Southgate Parkway
Cambridge, Ohio 43725*

Telephone
(740) 439-4431

Records
(740) 439-1101

Fax Number
(740) 439-5670

February 27, 2009

Special Agent Supervisor David Meyer
Bureau of Criminal Investigation
P.O. Box 365
London, OH 43140

Dear David,

Our department recently requested assistance from the BCI Special Investigative Unit to investigative two separate cases. Agent Mike Trout was assigned to conduct those investigations.

In the first case, Agent Trout investigated a sexual abuse allegation that a student made against a teacher. As you know, this type of investigation is extremely sensitive. Since our department had a conflict in this investigation, it is good to have someone so professional and experience handling the case.

In the second, a suspect in a local theft case was identified through a CODIS hit. The same suspect was also identified in similar cases in more than 15 other Ohio jurisdictions. Although this makes for a complicated case, Agent Trout made it appear effortless.

Please convey my appreciation to Agent Trout for his efforts in both these cases and his continued support of our agency.

Yours truly,



Captain W. R. LePage #25





RICHARD CORDRAY

OHIO ATTORNEY GENERAL

EMPLOYEE ACKNOWLEDGMENT

AGO Policy Revision – Political Activity Policy

1. I have read and understand and agree to abide by all the provisions outlined in this Political Activity policy and understand that these provisions overrule any prior personnel directives and policy statements relating to political activity produced by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
3. I understand and agree that nothing in this policy, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the COO of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: 

Printed Name: Michael J. Ironi

Date: 03/12/09

Human Resources

30 East Broad St 16th Fl • Columbus, Ohio 43215 • PHONE 614.466-8911 • FAX 614.728-7582 • www.ag.state.oh.us



STATE OF OHIO
Office of the Attorney General

PROTECTIVE SERVICES

BARGAINING UNIT

EMPLOYEE PERFORMANCE REVIEW

				Evaluation Deadline				
				Rating Period 04/10/2008 - 08/09/2008				
				Classification Title BCI & I Special Agent				
Name (Last) Trout		(First) Michael	(MI) Soc. Sec.	Mid- Probation <input type="checkbox"/>	Final Probation <input checked="" type="checkbox"/>	Annual <input type="checkbox"/>	Special <input type="checkbox"/>	
Agency/Division ATTORNEY GENERAL		C.B. Unit 46	Section/Unit BCI & I					
PERFORMANCE DIMENSIONS		Expectation Ratings			RATER COMMENTS			
		Meets <input type="checkbox"/>	Below <input type="checkbox"/>	Above <input checked="" type="checkbox"/>	Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.			
QUANTITY Generates amount of work expected		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S/A Trout has worked very hard on his cases and admin. duties & is always willing to take on additional work. Excellent job.			
QUALITY Completes work in an accurate, neat, well-organized, thorough and applicable manner		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The quality of work completed to date meets or exceeds the expectations of an 8-month BCI Special Agent. Mike's submitted work has been neat, organized, applicable, and thorough.			
TIMELINESS Accomplishes required work on schedule		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S/A Trout continues to accomplish his case work on or ahead of schedule, and is prompt in submitting his paperwork, as well as fulfilling the many other requirements of this position.			
TEAM EFFORT/COOPERATION Contributes to group effort. Establishes positive working relationships with others.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike has established/maintained positive working relationships internally and externally. He is a very strong contributor to the group effort(s) of BCI and this squad, often assisting others.			
DIRECTING/COORDINATING BEHAVIOR OF OTHERS Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The opportunities for "Directing/Coordinating Behavior of Others" is limited as an 8-month BCI Special Agent, but Mike has met or exceeded overall expectations in this area. He has strived to ensure the well-being of others in the cases he has already been assigned. Mike is doing a good job of describing/explaining his activities to those who have a need to know.			
DEALING WITH DEMANDING SITUATIONS Demonstrates control of self and others under trying circumstances.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike has performed above expectations and requirements in this area. He has shown excellent self-control under trying circumstances, and good judgment in his approach with co-workers, as well as his interaction(s) w/ all others.			
ADHERING TO PROCEDURES Knows the rules and regulations and follows them without being reminded.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S/A Trout consistently adheres to the rules, regulations, ethical expectations, procedures, and CALEA standards of this agency. He dutifully follows the multitude of policies and procedures at BCI and the AGO without being reminded.			
COMMUNICATING Understands written and oral instructions. Relays appropriate information in a clear, concise manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike understands written & oral instructions, & follows direction very well. He has learned the nuances of working in the Special Investigations Unit. His written communications are good, & he relays information appropriately through his chain-of-command.			
I have prepared this performance review: Rater Signature <i>David J. Meyer, SAS</i>				I have read the above: I have <input type="checkbox"/> not <input checked="" type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above. Employee Comments: Employee Signature <i>John B. Fink</i>				
Reviewer Signature <i>D.S. A. Parvin</i>		Date 12/14/08		Appointing Authority <i>Robert Fink</i>		Date 12/16/08		NOT: <i>jm</i>



PROTECTIVE SERVICES PERFORMANCE ACTION PLAN

Date: 08/11/2008 (End-Probation) Employee: Michael D. Trout Supervisor: David J. Meyer *DM*

Classification Title: BCI & I'Special Agent Classification: 26131AG

PERFORMANCE DIMENSION	PERFORMANCE EXPECTED
Quantity	Please maintain or improve Quantity of work produced w/in the limits of time, case load, administrative duties, and opportunity. We handle more cases than any SIU squad in the state -- expectations are high.
Quality	Keep improving your knowledge base (training/experience), attitude, written communications (reports), and overall work product. All agents must take more "ownership" of their case files to avoid future issues/problems.
Timeliness	In this demanding position, perfect "timeliness" remains difficult, but please continue or improve your strong efforts in this area. Timely IR's, Prosecutor Summaries, other case documentation, and occasional important Administrative responsibilities are the real key to success in this job. Try hard, and you are guaranteed to succeed.
Team Effort/Cooperation	Continue your efforts to cooperate/contribute internally and externally. We must all work on our tolerance, patience, and "acceptance" during these most-difficult of times. Build some new relationships, improve existing relationships, and gently educate those who need guidance! Do something every week that is for the "good of the order".
Directing/Coordinating Behavior of Others	When opportunities in this area arise, please keep up your excellent efforts in leadership and setting good examples for others you are working with. You can lead (Direct/Coordinate the Behaviour of Others) more effectively by example and work ethic than by title or mouth. Read a "leadership" book of your choice...Your time will come, naturally.
Dealing with Demanding Situations	With the daily demands of this position, please keep up the good work in the field, and avoid the political/personal conflicts in the office. Please continue to make an extra effort to maintain a positive attitude during these trying times, ala "I complained because I had no shoes, until I met a man who had no feet"...
Adhering to Procedure	Please continue your most diligent efforts in this area, and stay abreast of the various changes in policy and procedure as required. You are doing an excellent job adhering to Procedure, but it only takes one mis-step to ruin one's career in law enforcement.
Communicating	We can all strive to be dignified, professional, polite & courteous, yet direct and succinct in our written and verbal communications. All can improve their written "finished product" in terms of investigative reports and summaries. As someone famous once said, "Speak softly, and carry a big stick." Your "stick" is your Knowledge, your Reports, your Experience, and your Integrity.., and equally important is HOW you present yourself to others. Again, candid AND respectful is a good place to start for all of us.

Employee Signature: *Michael D. Trout* Date: 12-18-08

Supervisor Signature: *David J. Meyer* Date: 08/11/2008 (End-Probation)

*Employee Performance
B.D. 2.5, 3.12 (A.2)*

Michael D. Trout

From: Michael D. Trout
Sent: Monday, September 15, 2008 11:21 AM
To: Michael D. Trout
Subject: FW: POLICY & PROCEDURE UPDATE - Chapter 3 - Equipment/Reimbursements - Revised 8-15-08
Importance: High
Attachments: Chapter 3 Equipment Reimbursements Revised 08-15-08.pdf

From: AGO Mailer
Sent: Sunday, August 17, 2008 9:20 AM
To: AGEmployees
Subject: POLICY & PROCEDURE UPDATE - Chapter 3 - Equipment/Reimbursements - Revised 8-15-08
Importance: High

To all AGO Employees:

Attached is an update/revision to the Policies and Procedures Manual dated 01/2008.

- **CHAPTER 3 - EQUIPMENT/REIMBURSEMENTS - revised 8/15/08 - Effective Immediately.**

These policies and procedures explain your duties, responsibilities, rights and privileges as an employee as well as the employer's rights and obligations. **Please read it thoroughly.** I encourage you to ask any questions you may have regarding the information it contains.

Your acknowledgement of this Policy Update is required. Please Print, Complete, Sign, and Date the Employee Acknowledgment below and Return to Human Resources within 5 days.

Thanks, Alethea

Alethea L. Botts, SPHR
 Interim Director of Human Resources
 30 E. Broad Street, 16th Floor
 Columbus, Ohio 43215
 614-644-6652

08 SEP 18 PM 2:30
 RECORD
 ATTORNEY GENERAL
 HUMAN RESOURCE
 OFFICE

EMPLOYEE ACKNOWLEDGMENT of AGO Policy Revision - Chapter 3 Equipment/Reimbursements Revised 8-15-08

1. I have read and understand and agree to abide by all the provisions outlined in these policies and understand that these provisions overrule any prior personnel directives and policy statements produced by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies

and the Policies and Procedures Manual as deemed necessary without prior notice.

3. I understand and agree that nothing in these policies, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature:  [REDACTED]

Printed Name: Michael D. Ironi

Date: 9/16/08

RECEIVED
2008 SEP 18 PM 2:30
HUMAN RESOURCES
ATTORNEY GENERAL
OFFICE



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
30 E. Broad St., Columbus, OH 43215

30 E. Broad St., 17th Fl.
Columbus, OH 43215-3428
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

EMPLOYEE ACKNOWLEDGMENT

1. I have read and understand and agree to abide by all the provisions outlined in these policies and understand that these provisions overrule any prior personnel directives and policy statements produced by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
3. I understand and agree that nothing in these policies, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: 

Printed Name: Michael J. Reut

Date: 9-10-2008

Original Signature Required – please make a copy for your records and mail the originally signed acknowledgement to Human Resources via interoffice mail.

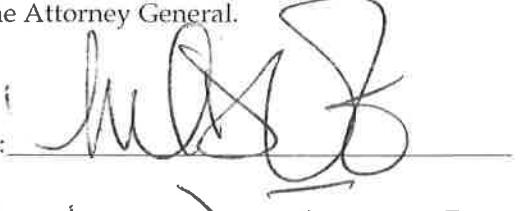


STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
MARC DANN, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.
Columbus, OH 43215-3428
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

EMPLOYEE ACKNOWLEDGMENT

1. I have read and understand and agree to abide by all the provisions outlined in these policies and understand that these provisions overrule any prior personnel directives and policy statements produced by the Attorney General.
2. I understand that the Attorney General has the right to add, revise, and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
3. I understand and agree that nothing in these policies, in any way, creates an express or implied contract of employment between me and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Section Chief or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: 

Printed Name: Michael D. Ironi

Date: 03/30/08



STATE OF OHIO

Office of the Attorney General

PROTECTIVE SERVICES

BARGAINING UNIT EMPLOYEE PERFORMANCE REVIEW

				Evaluation Deadline			
				Rating Period 12/10/2007 - 04/10/2008			
				Classification Title BCI & I Special Agent			
Name (Last) Trout	(First) Michael	(MI)	Soc. Sec.				
Agency/Division ATTORNEY GENERAL	C.B.I. Unit 46	Section/Unit BCI & I	Mid- Probation <input checked="" type="checkbox"/>	Final Probation <input type="checkbox"/>	Annual <input type="checkbox"/>	Special <input type="checkbox"/>	
PERFORMANCE DIMENSIONS		Expectation Ratings			RATER COMMENTS		
		Meets <input checked="" type="checkbox"/>	Below <input type="checkbox"/>	Above <input type="checkbox"/>	Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.		
QUANTITY Generates amount of work expected		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As a Mid-Probationary BCI Special Agent, Mike has generated the amount of work expected in this unit. Good job.		
QUALITY Completes work in an accurate, neat, well-organized, thorough and applicable manner		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The quality of work completed to date by Mike meets or exceeds the expectations of a probationary agent. His submitted work has been neat, accurate, applicable, and thorough.		
TIMELINESS Accomplishes required work on schedule		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike accomplishes his case work on or ahead of schedule, and is very prompt in submitting his paperwork, as well as fulfilling other requirements of this position.		
TEAM EFFORT/COOPERATION Contributes to group effort. Establishes positive working relationships with others.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike has established positive working relationships internally and externally. He is definitely contributing to the group effort(s) of BCI and this squad, and is often assisting other agents.		
DIRECTING/COORDINATING BEHAVIOR OF OTHERS Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The opportunities for "Directing/Coordinating Behavior of Others" is limited as a probationary employee, but Mike has met or exceeded overall expectations in this area. He has strived to ensure the well-being of others in the cases he has already been assigned. Mike is doing a good job of describing/explaining his activities to those who have a need to know.		
DEALING WITH DEMANDING SITUATIONS Demonstrates control of self and others under trying circumstances.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike has performed at or above expectations and requirements in this area. He has shown self-control under trying circumstances and good judgment in his approach with co-workers, as well as during interactions with others outside of this office.		
ADHERING TO PROCEDURES Knows the rules and regulations and follows them without being reminded.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike regularly adheres to the rules, regulations, ethical expectations, procedures, and CALEA standards, and is learning more each day about the multitude of policies and procedures at BCI and the AGO.		
COMMUNICATING Understands written and oral instructions. Relays appropriate information in a clear, concise manner.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike understands written/oral instructions, & follows directions. He has learned the nuances of working in the Special Investigations Unit. His written communications are good, & he relays information appropriately through his chain-of-command..		
I have prepared this performance review:				I have read the above: I have <input checked="" type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.			
Reviewer Signature: <i>David J. Meyer, SAS</i>		Employee Comments:		Employee Signature: <i>Unreadable</i>			
Reviewer Comments: <i>None</i>							
Reviewer Signature <i>Robert Trout</i>		Date <i>6/19/08</i>					
Appointing Authority <i>Robert Trout</i>		Date <i>6/24/08</i>					
D.W. as <i>D.W. as</i>		7/28/08					

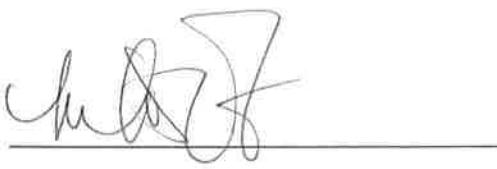


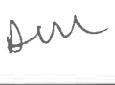
PROTECTIVE SERVICES PERFORMANCE ACTION PLAN

Date: 06/01/2008 Employee: Mike Trout Supervisor: David J. Meyer

Classification Title: BCI & 1 Special Agent Classification: 26131AG

PERFORMANCE DIMENSION	PERFORMANCE EXPECTED
Quantity	Please maintain or improve Quantity of work produced w/in the limits of time, case load, administrative duties, and opportunity. We handle more cases than any SIU squad in the state -- expectations are high.
Quality	Keep improving your knowledge base (training/experience), attitude, written communications (reports), and overall work product. All agents must take more "ownership" of their case files to avoid future issues/problems.
Timeliness	In this demanding position, perfect "timeliness" remains difficult, but please continue or improve your strong efforts in this area. Timely IR's, Prosecutor Summaries, other case documentation, and occasional important Administrative responsibilities are the real key to success in this job. Try hard, and you are guaranteed to succeed.
Team Effort/Cooperation	Continue your efforts to cooperate/contribute internally and externally. We must all work on our tolerance, patience, and "acceptance" during these most-difficult of times. Build some new relationships, improve existing relationships, and gently educate those who need guidance! Do something every week that is for the "good of the order".
Directing/Coordinating Behavior of Others	When opportunities in this area arise, please keep up your excellent efforts in leadership and setting good examples for others you are working with. You can lead (Direct/Coordinate the Behaviour of Others) more effectively by example and work ethic than by title or mouth. Read a "leadership" book of your choice...Your time will come, naturally.
Dealing with Demanding Situations	With the daily demands of this position, please keep up the good work in the field, and avoid the political/personal conflicts in the office. Please continue to make an extra effort to maintain a positive attitude during these trying times, ala "I complained because i had no shoes, until I met a man who had no feet"...
Adhering to Procedure	Please continue your most diligent efforts in this area, and stay abreast of the various changes in policy and procedure as required. You are doing an excellent job adhering to Procedure, but it only takes one mis-step to ruin one's career in law enforcement.
Communicating	We can all strive to be dignified, professional, polite & courteous, yet direct and succinct in our written and verbal communications. All can improve their written "finished product" in terms of investigative reports and summaries. As someone famous once said, "Speak softly, and carry a big stick." Your "stick" is your Knowledge, your Reports, your Experience, and your Integrity...and equally important is HOW you present yourself to others. Again, candid AND respectful is a good place to start for all of us.

Employee Signature:  Date: 07/01/2008

Supervisor Signature: David J. Meyer, SAS  Date: 06/01/2008

PERSONNEL
ACTION
STATE OF OHIOAGENCY
FROM: ATTORNEY GENERAL

DIVISION OR INSTITUTION

UNIT OR OFFICE
HEALTH CARE FRAUDDATE STAMP
DEC 18 2007

TO:

BCI & I

HUMAN RESOURCES SECTION

NAME FROM: TROUT	MICHAEL			SEX LAST	MO FIRST	DAY	YR 72	MARITAL STATUS	NO OF YEARS	DEGREE	MAJOR
TO:				M	1	3					
ADDRESS FROM:	STREET		CITY			STATE OH	ZIP CODE		COUNTY		
TO:											
EFFECTIVE DATE FROM: 262100	DEPARTMENT ID TO: 324200	POSITION NO. 20004428		UNION CODE P46	BARG UNIT 46	BU FLAG 9	PERM / TEMP PERM		FULL/PART FULL	HQ COUNTY FRAN	
										ATHE	
FROM: MEDICAID SPECIAL AGENT	JOB CODE TITLE MEDICAID SPECIAL AGENT	JOB CODE 26141	GRADE 32	STEP 4	BASE RATE \$27.05	LONG 0	SUPPL. 0	SUPPL. 0	TOTAL \$27.05	STATUS C	
TO: BCI & I SPECIAL AGENT		26131									

NATIONAL ID/EMPLOYEE ID		RECORD NO.										
HIRE		CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)			TERMINATION			LEAVES				
Action Reason		Action Reason			Action Reason			Action Reason				
<input type="checkbox"/> HIR ETT TEMP EXT ≤ 120 ENDS _____		<input type="checkbox"/> DTA DEM DEMO DEMOTION <input type="checkbox"/> DTA SCS CIVIL SERV STATUS <input type="checkbox"/> DTA APC APT CHNG TO _____ <input type="checkbox"/> DTA XLV EXTEND LEAVE DATE <input type="checkbox"/> DTA RNP REASSIGN NO PAY IN <input type="checkbox"/> DTA RPI REASSIGN PAY INCR <input type="checkbox"/> DTA TWL TEMP WORK LEVEL ENDS _____ JOB CODE _____ RATE _____ STEP _____			<input type="checkbox"/> RET DIR DISABILITY RET <input type="checkbox"/> RET RET RETIRED <input type="checkbox"/> TER RES RESIGNED - REG WRITTEN ORAL			<input type="checkbox"/> PLA MLF MILITARY LEAVE - FEDERAL <input type="checkbox"/> PLA MLS MILITARY LEAVE - STATE <input type="checkbox"/> PLA PLB PERSONAL LV - BARGAINING UNIT <input type="checkbox"/> PLA BEL EDUCATIONAL LV - BARGAINING UNIT <input type="checkbox"/> PLA ETA ESTABLISHED TERM <input type="checkbox"/> PLA VCS VOLUNTARY COST SAVINGS <input type="checkbox"/> PLA UNI UNION LEAVE <input type="checkbox"/> LOA EED EDUCATIONAL LV - EXEMPT <input type="checkbox"/> LOA PRS PERSONAL LV - EXEMPT <input type="checkbox"/> LOA SEI SEASONAL INTERRUPTION <input type="checkbox"/> LOA ETA ESTABLISHED TERM				
REHIRE		<input type="checkbox"/> DTA HQC HQ LOCATN CHNG <input checked="" type="checkbox"/> DTA LAT LATERAL CLASS CHG <input type="checkbox"/> DTA NAM NAME CHANGE <input type="checkbox"/> DTA DPL DISPLACEMENT <input type="checkbox"/> DTA RCD RECALL DISPLACE <input type="checkbox"/> DTA PNC POS NUM CHANGE <input type="checkbox"/> DTA TMP INTERIM INTERNAL <input type="checkbox"/> DTA TIA TEMP INT > 120 ENDS _____			<input type="checkbox"/> TER CAP CANCEL APPT <input type="checkbox"/> TER DBS DISABILITY SEP NO INSURANCE REINSTATE BY _____			<input type="checkbox"/> TER DSI DISABILITY SEP WITH INSURANCE ONLY REINSTATE BY _____				
Action Reason		<input type="checkbox"/> DTA CIM CANCEL INTERIM <input type="checkbox"/> DTA EIT END INT TEMP <input type="checkbox"/> PAY RTC RATE <input type="checkbox"/> PRO PRO PROMOTION <input type="checkbox"/> XFR TRW TRAN W/IN AGENCY <input type="checkbox"/> XFR TRB TRAN BTWN AGENCY			<input type="checkbox"/> TER IMS INTERIM SEP <input type="checkbox"/> TER TMP END TEMP EXT <input type="checkbox"/> TER NGS RESIGNED - NOT IN GOOD STANDING			<input type="checkbox"/> TER NRR RESIGNED - NOT RECOM FOR REHIRE				
REH RSP REINST SEP REH RTP REINST 3rd PARTY REH RET RETURN FROM RETIREMENT					<input type="checkbox"/> TER EFT END FIXED TERM							
DATE OF LAST PROMOTION		CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE		STANDARD HOURS			ACCOUNTING INFO/BENEFITS				
REMARKS		LETTER OF AGREEMENT AND CIVIL SERVICE APPLICATION ATTACHED.										

 ALL ITEMS ON PREVIOUS FORM HAVE BEEN COMPLETED

APPROVAL OF APPOINTING AUTHORITY SIGNATURE

DATE

 APPROVED DISAPPROVED

Certification _____

SIGNATURE OF RELEASING AUTHORITY

DATE

SIGNATURE APPROVER

DATE



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
MARC DANN, ATTORNEY GENERAL

Human Resources

30 E. Broad St., 16th Fl.
Columbus, OH 43215
Telephone: (614) 466-8911
Facsimile: (614) 728-7582
www.ag.state.oh.us

I, MICHAEL TROUT, ~~accept~~ the transfer from Medicaid Special Agent to BCI Special Agent within the Major Crimes/Special Investigation Unit of the Bureau of Criminal Identification & Investigation of the Attorney General's Office, effective December 9, 2007

I understand that I will serve a 220 day probationary period.

Signature

12.07.2007
Date

2007 DEC - 7 AM 8:46

HUMAN RESOURCES
ATTORNEY GENERAL
OFFICE

RECEIVED

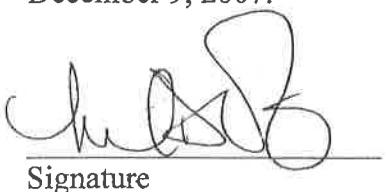
New
20075125



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
MARC DANN, ATTORNEY GENERAL

Human Resources
30 E. Broad St., 16th Fl.
Columbus, OH 43215
Telephone: (614) 466-8911
Facsimile: (614) 728-7582
www.ag.state.oh.us

I, Michael Trout, BCI & I Special Agent, with the Bureau of Criminal Identification and Investigation of the State of Ohio Office of the Attorney General, agree to a change in headquarter county from Franklin to Athens County, effective the pay period beginning December 9, 2007.

A handwritten signature in black ink, appearing to read "Michael Trout".

Signature

12/18/2007
Date



Ohio Civil Service Application

for State and County Agencies

GEN-4268 (Revised 01/98)

The state of Ohio is an Equal Opportunity Employer and provider of ADA services.

Please submit one application per position or examination to the address indicated on the job posting or examination announcement. Copies are acceptable. Applications lacking sufficient information will be rejected. It is your responsibility to assure that your application is received or postmarked by the closing date, as required by the hiring agency. Please be sure to fill out both sides of this form. Also please note that this completed form will become a public record when submitted to a government agency.

If applying for a **VACANT POSITION**, fill in the information in the area below:

Job Title BCI&I Special Agent Position Control Number (PCN) 07-06-060
 Agency Ohio Attorney General's Office Deadline Date 6/18/07

If applying for a **CIVIL SERVICE EXAMINATION**, fill in the information in the area below. For civil service examinations, a résumé may *not* be used as a substitute for completing this application. Check the "Military Credit Claim" box to request Military Credit. **NOTE:** In order to claim U.S. military service credit on your examination score, you must submit a *copy* of your Honorable Separation from active duty or DD214 with this application, and be a current resident of the state of Ohio.

Exam Title _____ Exam No. _____
 Deadline Date 06/18/07 Military Credit Claim

SUMMARY OF QUALIFICATIONS

In the area below, describe briefly the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the **Minimum Qualifications** and any **position-specific qualifications** posted for this position or examination. *Be sure to provide details of your background on the other side of this application.*

I am currently employed as a Special Agent with the Ohio Attorney General's Office, Health Care Fraud Section. I currently conduct criminal investigations regarding Health Care Fraud concerning Medicaid providers. The investigations include covert and overt operations, collecting and preserving evidence, interviewing witnesses and suspects, writing reports, and working with prosecuting attorneys on the State, Federal, and local levels. Prior to being employed with the Ohio Attorney General's Office I was employed as a Police Officer with the Ohio University Police Department. I was employed with the police department for 10.5 years. The Madison County Sheriff's Office currently holds my peace officer commission.

DO NOT WRITE IN THIS SPACE - FOR INTERNAL USE ONLY

APPROVED ANALYST _____
 DISAPPROVED EDUCATION EXPERIENCE LATE INCOMPLETE OTHER _____

PERSONAL INFORMATION

Last Name Trout First Name Michael Middle Initial D

Home Address _____

City ██████████ State OH Zip ██████████ County ██████████Home Phone: ██████████ Work Phone: (614) 466-0722Social Security Number ██████████

The following information will be used only if it is directly related to the position or examination for which you are applying:

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
If you are currently a State employee: Job Title <u>Medicaid Special Agent</u> B.U. <u>FOP 46</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Have you ever been convicted of a felony? <u>██████████</u> (A felony conviction may not automatically exclude you from consideration.)	

If you answered "YES" to question #3 or #4, please explain fully, indicating by number the question to which you are responding. #3 - Ohio Attorney General's Office

LICENSES, REGISTRATION, AND CERTIFICATES

Be sure to include any valid driver license or commercial driver license if required for the job title.

License/Certification Issued by	Field/Trade/Specialization	License/Certificate Number	Expires
Ohio Driver's License		██████████	01/09
OPOTC	Peace Officer	n/a	n/a

SOCIAL SECURITY NUMBER NOTICE

Social Security Numbers (SSNs) are used to match individuals with their application/examination file. Disclosure of your SSN is voluntary; however, a nine-digit number is necessary to process your application. Upon appointment and pursuant to Section 5101.312 of the Revised Code and certain other laws and regulations, a request for a SSN is mandatory. Your SSN may be used for purposes including but not limited to the following: Identification of obligors under child support orders, detection of welfare fraud, processing background checks and tax information or general employee identification.

CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment, and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

APPLICANT SIGNATURE

DATE 6/11/07

EXPERIENCE

In the areas below, please list your past work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. **NOTE:** In order to be considered for employment, you must fill in the information below, accurately and completely. You may submit a résumé *in addition to* completing this section. If applying for a civil service examination, only the information provided below will be considered. A résumé may not be used.

If you need additional space, attach extra copies of this page.

Employer	Ohio Attorney General, HCF	Phone	(614) 466-0722	From	02	/	22	/	2005
Address	150 E. Gay St. 17th fl.			Month		Day		Year	
City	Columbus	State	OH	Zip	43215				
Reason for Leaving	Current employment								
Job Title	Special Agent	Job Duties	Conduct criminal investigations into allegations of Medicaid Fraud.						
		Salary	\$25.00						
		Supervisor's Name and Title	SAS. Steve Wozniak						

Employer	Ohio University Police	Phone	(740) 593-1911	From	08	/	08	/	1994
Address	135 Scott Quad.			Month		Day		Year	
City	Athens	State	OH	Zip	45701				
Reason for Leaving	Career Advancement								
Job Title	Police Officer	Job Duties	Enforced criminal and city ordinances. Investigated various crimes, collected evidence, trained other police officers, and conducted community oriented policing.						
		Salary	\$21.40						
		Supervisor's Name and Title	Lt. Steve Noftz						

Employer	Phone ()			From		/		/	
Address				Month		Day		Year	
City	State Zip			To		/		/	
Reason for Leaving									
Job Title	Job Duties								
		Salary							
		Supervisor's Name and Title							

Employer	Phone ()			From		/		/	
Address				Month		Day		Year	
City	State Zip			To		/		/	
Reason for Leaving									
Job Title	Job Duties								
		Salary							
		Supervisor's Name and Title							

Employer	Phone ()			From		/		/	
Address				Month		Day		Year	
City	State Zip			To		/		/	
Reason for Leaving									
Job Title	Job Duties								
		Salary							
		Supervisor's Name and Title							

EDUCATION

High School Graduate? NO YES

Name and Location of High School (city and state) Alexander High School Albany, OH

GED Certificate Number _____ GED Issued by _____

Are you currently attending school (for College Intern and Student Help positions)?

NO YES Level:

POST-HIGH SCHOOL EDUCATION

SCHOOL NAME AND LOCATION		MAJOR AREA(S) OF STUDY	TYPE OF DEGREE OR CERTIFICATION
Ohio University Athens, OH		Sociology	BA
Ohio University Athens, OH		Public Admin.	MA

Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. **NOTE:** A transcript may *not* be substituted for this section, although you may be required to submit a transcript.

COURSE WORK AREA	NO. OF COURSES	COURSE WORK AREA	NO. OF COURSES
Criminology	1		
Juvenile Delinquency	1		
Deviant Behavior	1		
Psychology	numerous		
Sociology	numerous		
Social Psychology of Justice	1		
Various other courses	numerous		

TRAINING AND OTHER QUALIFICATIONS

(Do not include coursework already described above)

SUBJECT OR TITLE OF TRAINING	ORGANIZATION	LENGTH OF TRAINING
Ohio Peace Officer Training Acad.	Ohio State H.P.	14 WKS

List special equipment or machines you can operate: Motor vehicle, handgun, shotgun

List computer software in which you have skill, including word processing, spreadsheet, and database programs. Please indicate the name of the specific software:

Microsoft Excel, Word, Access, LEADS, Medicaid Management Information System

List special clerical skills, including typing and shorthand:

Typing Speed: _____

List any additional relevant skills you have:

**POSITION
DESCRIPTION**

**OHIO DEPARTMENT OF
ADMINISTRATIVE
SERVICES**
PERSONNEL DIVISION

Name ROUT, MICHAEL

ATTORNEY GENERAL 055-000

Division/Unit: BCI MAJOR CRIMES
SPECIAL INVESTIGATIONS UNIT

Class No 26131 AG

Class Title: BCI&I Special Agent

Position No. 20075125

State Agency Reclass/Reassignment

New Position

Renumber/Update (X/U)

County of Employment ATHENS

Usual Working Title of Position

Position No. and Title of Immediate Supervisor

Special Agent

20003469 Special Agent Supervisor 1

HOURS FROM: 40 hours per week as Bureau needs dictate

FLEX HOURS:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

% 85	JOB DUTIES IN ORDER OF IMPORTANCE	MINIMUM ACCEPTABLE CHARACTERISTICS
10	Under general supervision, serves as case agent in conducting criminal felony investigations in narcotics & organized crime to include both overt & covert investigations as requested by law enforcement agencies: independently investigates homicides, rapes, aggravated assault, environmental enforcement cases & cases involving specialized investigations or services; etc.; assumes total case responsibility for collection & preservation of evidence; locates & interviews witnesses, suspects & other knowledgeable persons; prepares & submits investigative reports for administrative or court actions; assists in making arrests, takes confessions; reviews reports of assisting agents; checks technical evidence for court submission; confers with prosecuting attorneys & testifies in court.	Knowledge of criminal investigations, agency, state & federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation*, case preparation*, criminal evidence & procedure*, behavioral or social science (i.e., psychology, sociology, criminology), physical or biological science (e.g., chemistry, physics), written communication (e.g., English composition & grammar, technical writing, business communication), oral communication (e.g. speech), interviewing, public relations; Skill in employee training & development; use & operation of equipment (e.g. .38 caliber 2 1/2 inch barreled revolver; 40 caliber semi-automatic), shotgun, metal detector, two-way radio, tape recorder, camera*; Ability to define problems, collect data, establish facts & draw valid conclusions, maintain accurate records, prepare meaningful, concise & accurate reports, gather, collate & classify information about people, places or things, handle sensitive inquiries from & contact with officials & general public, deal with problems involving several variables in familiar context, prepare & deliver speeches before specialized audiences & general public, cooperate with co-workers on group projects.
5	Serves as liaison to & works in cooperation with all other levels of law enforcement agencies, universities, communities & surroundings: delivers speeches to groups on crime awareness & prevention; maintains skill in firearms & self-defense; collects, evaluates & forwards criminal intelligence information.	
	Serves as instructor for special agent & police officer training in specialized areas to include homicide, crime search investigation, rape investigation, evidence collection, controlled drugs, gambling & environmental investigations.	

List PCN & Class Titles of positions directly supervised.

Stephanie Boston-Denovo
Signature *(Sjz)* Date *12/15/10*



OFFICE OF THE SHERIFF

ATHENS COUNTY, OHIO

VERNON R. CASTLE
SHERIFF

13 W. WASHINGTON ST., SUITE 100
ATHENS, OHIO 45701

740/593/6633
FAX 740/594/1374

December 5, 2007

Agent Larry Willis
BCI & I
P.O. Box 365
London, OH 43140

RE: Assistance with burglary investigations

Dear Larry,

I wanted to take a minute to extend my gratitude for your assistance with the burglary cases that you assisted with last week. As you are aware there were 5 search warrants executed, multiple crime scenes processed which resulted in over 20 felony charges being filed spanning to a four county area. I am aware that there were over 27 consecutive hours devoted to this Criminal Organized Crime spree that netted the perpetrators.

I believe your contribution to this effort reflects your dedication to your profession. I know that Sgt. Flickenger found your assistance and expertise invaluable. Again, thank you.

Sincerely,

Vernon R. Castle
Athens County Sheriff

Cc: Dave Myer ✓

**PERSONNEL
ACTION
STATE OF OHIO**

AGENCY
FROM: **ATTORNEY GENERAL**

DIVISION OR INSTITUTION

UNIT OR OFFICE
HEALTH CARE FRAUD

DATE STAMP

TO:

NAME FROM: TROUT			MICHAEL			SEX M	DATE OF BIRTH MO 1 DAY 3 YR 72	MARITAL STATUS NO OF YEARS 18	EDUCATION DEGREE MA		MAJOR PUB ADMIN	
LAST FIRST M.I.												
TO: ADDRESS STREET			CITY			STATE OH	ZIP CODE	COUNTY				
FROM: [REDACTED]												
TO: EFFECTIVE DATE FROM: 505410			POSITION NO 20004428			UNION CODE P46	BARG UNIT 46	BU FLAG 9	PERM / TEMP PERM		FULL/PART FULL	HO COUNTY MEDI
07/01/06 TO: FROM: MEDICAID SPECIAL AGENT						JOB CODE 26141	GRADE 32	STEP 3	BASE RATE \$24.27	LONG 0 SUPPL. 0	TOTAL \$24.27	STATUS P
TO: NATIONAL ID [REDACTED]			EMPLOYEE ID [REDACTED]									
HIRE			CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)			TERMINATION			LEAVES			
Action Reason			Action Reason			Action Reason			Action Reason			
<input type="checkbox"/> HIR EMR EMERGENCY <input type="checkbox"/> HIR PER PERMANENT <input type="checkbox"/> HIR TEM TEMPORARY <input type="checkbox"/> HIR SEA SEASONAL <input type="checkbox"/> HIR INT INTERMITTENT <input type="checkbox"/> HIR FTS FIXED TERM SALARIED <input type="checkbox"/> HIR DIM FIXED TERM PER DIEM <input type="checkbox"/> HIR EXI INTERIM EXTERNAL <input type="checkbox"/> HIR ETR ESTAB TERM REG <input type="checkbox"/> HIR ETI ESTAB TERM IRREG <input type="checkbox"/> HIR PRJ PROJECT EMPLOYEE			<input type="checkbox"/> DEM DEM DEMOTION <input type="checkbox"/> DTA SCS CIVIL SERV STATUS <input type="checkbox"/> DTA APC APPT CHNG TO _____ <input type="checkbox"/> DTA XLV EXTEND LEAVE DATE <input type="checkbox"/> DTA RNP REASSIGN NO PAY IN <input type="checkbox"/> DTA RPI REASSIGN PAY INCR <input type="checkbox"/> DTA RPT REASSIGN 3rd PTY <input type="checkbox"/> DTA TWL TEMP WORK LVL ENDS _____ JOB CODE _____ RATE _____ <input checked="" type="checkbox"/> DTA SVC SERVICE CHANGE <input type="checkbox"/> DTA SSN SSN CORRECTION <input type="checkbox"/> DTA DCP DAS CLASS PLAN <input type="checkbox"/> DTA ETW END TWL <input type="checkbox"/> DTA HQC HQ LOCATN CHNG <input type="checkbox"/> DTA LAT LATERAL CLASS CHNG <input type="checkbox"/> DTA NAM NAME CHANGE <input type="checkbox"/> DTA PGC PAY GROUP CHANGE <input type="checkbox"/> DTA DPL DISPLACEMENT <input type="checkbox"/> DTA RCD RECALL DISPLACE <input type="checkbox"/> DTA CIM CANCEL INTERIM <input type="checkbox"/> DTA TMP INTERIM INTERNAL <input type="checkbox"/> PAY RTC RATE <input type="checkbox"/> POS POS POSITION CHANGE <input type="checkbox"/> PRO PRO PROMOTION <input type="checkbox"/> XFR TRW TRAN W/IN AGCY <input type="checkbox"/> XFR TRB TRAN BTWN AGCY			<input type="checkbox"/> RET DIR DISABILITY RET <input type="checkbox"/> RET RET RETIRED <input type="checkbox"/> TER RES RESIGNED - REG WRITTEN _____ ORAL _____ <input type="checkbox"/> TER DEA DECEASED <input type="checkbox"/> TER REM REMOVED <input type="checkbox"/> TER PRB PROB REMOVAL <input type="checkbox"/> TER LOF LAID OFF <input type="checkbox"/> TER UNR UNCLAS TERM <input type="checkbox"/> TER ORM OTHER REMOVAL <input type="checkbox"/> TER CAP CANCEL APPT <input type="checkbox"/> TER DBS DISABILITY SEP NO INSURANCE _____ REINSTATE BY _____ <input type="checkbox"/> TWP DSI DISABILITY SEP WITH INSURANCE _____ REINSTATED BY _____ <input type="checkbox"/> TER IMS INTERIM SEP <input type="checkbox"/> TER NGS RESIGNED - NOT IN GOOD STANDING _____ <input type="checkbox"/> TER NRR RES - NOT RECOM FOR REHIRE _____ <input type="checkbox"/> TER EFT END FIXED TERM			<input type="checkbox"/> PLA MLF MILITARY LEAVE - FEDERAL <input type="checkbox"/> PLA MLS MILITARY LEAVE - STATE <input type="checkbox"/> PLA PLB PERSONAL LV - BARG UNIT <input type="checkbox"/> PLA ETA ESTABLISHED TERM <input type="checkbox"/> PLA BEL EDUCATIONAL LV - BARG UNIT <input type="checkbox"/> PLA VCS VOLNTRY COST SAVINGS <input type="checkbox"/> PLA UNI UNION LEAVE <input type="checkbox"/> LOA EED EDUCATIONAL LV - EXEMPT <input type="checkbox"/> LOA SEI SEASONAL <input type="checkbox"/> LOA PRS PERSONAL LV - EXEMPT			
REHIRE									DISCIPLINE			
Action Reason			Action Reason			Action Reason			Action Reason			
<input type="checkbox"/> REH REH REHIRE <input type="checkbox"/> REH REL REEMPLOY LAYOFF APPT TYPE _____ <input type="checkbox"/> REH RCL RECALL LAYOFF APPT. TYPE _____ <input type="checkbox"/> REH RSP REINST SEP <input type="checkbox"/> REH RTP REINST 3RD PARTY <input type="checkbox"/> REH RET RETURN FROM RETIREMENT			<input type="checkbox"/> DTA SSN SSN CORRECTION <input type="checkbox"/> DTA DCP DAS CLASS PLAN <input type="checkbox"/> DTA ETW END TWL <input type="checkbox"/> DTA HQC HQ LOCATN CHNG <input type="checkbox"/> DTA LAT LATERAL CLASS CHNG <input type="checkbox"/> DTA NAM NAME CHANGE <input type="checkbox"/> DTA PGC PAY GROUP CHANGE <input type="checkbox"/> DTA DPL DISPLACEMENT <input type="checkbox"/> DTA RCD RECALL DISPLACE <input type="checkbox"/> DTA CIM CANCEL INTERIM <input type="checkbox"/> DTA TMP INTERIM INTERNAL <input type="checkbox"/> PAY RTC RATE <input type="checkbox"/> POS POS POSITION CHANGE <input type="checkbox"/> PRO PRO PROMOTION <input type="checkbox"/> XFR TRW TRAN W/IN AGCY <input type="checkbox"/> XFR TRB TRAN BTWN AGCY			<input type="checkbox"/> TER DBS DISABILITY SEP NO INSURANCE _____ REINSTATE BY _____ <input type="checkbox"/> TWP DSI DISABILITY SEP WITH INSURANCE _____ REINSTATED BY _____ <input type="checkbox"/> TER IMS INTERIM SEP <input type="checkbox"/> TER NGS RESIGNED - NOT IN GOOD STANDING _____ <input type="checkbox"/> TER NRR RES - NOT RECOM FOR REHIRE _____ <input type="checkbox"/> TER EFT END FIXED TERM			<input type="checkbox"/> SUS SUS SUSPENSION <input type="checkbox"/> DTA DVD LEAVE DEBIT <input type="checkbox"/> DTA DFN PENALTY FINE <input type="checkbox"/> DTA DWS WORKING SUSP			
									RETURN FROM LEAVE			
REMARKS			PER FOP BU 46, PLEASE CREDIT PRIOR SVC OF 14 YRS & 219 WITH OHIO UNIVERSITY , RETRO TO 07/01/06						Action Reason			
									<input type="checkbox"/> RFL RFL RETURN FROM LEAVE <input type="checkbox"/> RFL MIL RETURN FROM MILITARY			
DATE OF LAST PROMOTION			CERTIFICATION NO.	DATE OF CONTINUOUS SERVICE			STANDARD HOURS			ACCOUNTING INFO/BENEFITS		
										EMPL CLASS _____ OFFCR CD _____ BENEFIT PGM _____ ACCT INFO _____		

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

Marc Diana /m
APPROVAL OF APPOINTING AUTHORITY SIGNATURE

12/9/07
DATE

APPROVED

DISAPPROVED

Certification _____

SIGNATURE OF RELEASING AUTHORITY

DATE

Hugh Quill /ajt
SIGNATURE APPROVER

4/23/07
DATE



November 14, 2006

169 West Union Street
Human Resources
and Training Center
Athens OH 45701-2979

State of Ohio Attorney General's Office
Columbus, OH 43215

VERIFICATION OF PREVIOUS EMPLOYMENT AT OHIO UNIVERSITY

Name: Michael D. Trout

Social Security Number: [REDACTED]

Dates of Employment: 8/8/1994 to 2/21/2005 Full-Time Police Officer 1

10 years
195 days

Sick Balance: Previously transferred on letter dated March 14, 2005.

Dates of Employment: 5/19/1990 to 8/7/1994 Part-Time Student Hourly employee
(Paid bi-weekly as a part-time Student Hourly Employee, based on 26 pay periods in a year)

- Per OU Payroll Department the timesheet records for the 1990 to 1994 student employment period have been destroyed. Retention period is 5 years.
- Did not earn sick leave as a part-time student employee

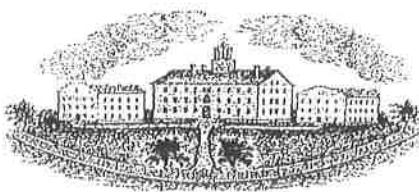
If you have any questions please do not hesitate to contact me at 740-593-1650 or email at sickels@ohio.edu


Cheryl L. Sickels, Human Resources Records Specialist
Ohio University Human Resources

xc:File

10/1/95 PT
10/21/95 PT
10/21/95 PT
10/21/95 PT
10/21/95 PT

Office of the
Vice President
For Finance



214 HDL Center
Athens, OH 45701-2979

OHIO UNIVERSITY

November 22, 2006

To Whom It May Concern:

This letter is to verify that Michael Trout, Social Security Number [REDACTED] is an ex-employee with Ohio University.

His start date was May 19, 1990 to August 07, 1994 as a part time student. Then from August 08, 1994 to February 20, 2005 he was a full time classified employee. He was a Police Officer for the department of Campus Safety.

A break down of number of pay periods goes as follows:

student time

1990	15 bi-weekly pays
1991	26 bi-weekly pays
1992	26 bi-weekly pays
1993	26 bi-weekly pays
1994	13 bi-weekly pays
TOTAL	106

classified time

1994	9 bi-weekly pays	2001	13 bi-weekly pays
1995	26 bi-weekly pays	2002	26 bi-weekly pays
1996	26 bi-weekly pays	2003	26 bi-weekly pays
1997	26 bi-weekly pays	2004	26 bi-weekly pays
1998	26 bi-weekly pays	2005	7 bi-weekly pays
1999	26 bi-weekly pays		
2000	26 bi-weekly pays	TOTAL	263

If we can be of any further assistance, please contact us at above address, Fax (740) 597-2137 or by telephone (740) 593-0080.

Sincerely,

Jennifer Martin
Jennifer Martin

Payroll Records Specialist

jm

103 x 14 = 1484
4 years + 24 days



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

PROTECTIVE SERVICES
RECEIVED

BARGAINING UNIT
EMPLOYEE PERFORMANCE REVIEW

				Evaluation Deadline 2006 JUN 12 A 11:10				
				Rating Period 11/05-06/06				
				HUMAN RESOURCES ATTORNEY GENERAL'S OFFICE				
Name (Last) Trout		(First) Michael	(MI) D.	Soc. Sec. [REDACTED]				
Agency/Division ATTORNEY GENERAL		C.B. Unit 46	Section/Unit Health Care Fraud					
PERFORMANCE DIMENSIONS		Expectation Ratings						
		Meets	Below	Above	Mid- Probation <input type="checkbox"/>	Final Probation <input type="checkbox"/>	Annual <input checked="" type="checkbox"/>	Special <input type="checkbox"/>
QUANTITY Generates amount of work expected					RATER COMMENTS Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.			
					See attached comments			
QUALITY Completes work in an accurate, neat, well-organized, thorough and applicable manner					See attached comments			
					See attached comments			
TIMELINESS Accomplishes required work on schedule					See attached comments			
					See attached comments			
TEAM EFFORT/COOPERATION Contributes to group effort. Establishes positive working relationships with others.					See attached comments			
					See attached comments			
DIRECTING/COORDINATING BEHAVIOR OF OTHERS Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.					See attached comments			
					See attached comments			
DEALING WITH DEMANDING SITUATIONS Demonstrates control of self and others under trying circumstances.					See attached comments			
					See attached comments			
ADHERING TO PROCEDURES Knows the rules and regulations and follows them without being reminded.					See attached comments			
					See attached comments			
COMMUNICATING Understands written and oral instructions. Relays appropriate information in a clear, concise manner.					See attached comments			
					See attached comments			
I have prepared this performance review:				I have read the above: I have <input checked="" type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.				
Rater Signature 								
Reviewer Comments: We are excited about Mike's progress.				Employee Comments:				
Reviewer Signature 				Employee Signature 				
Appointing Authority DVC (mt) 6-9-06				Date 05/09/06				

1. **QUANTITY**

SA Trout has completed an above average amount of reports and indictments for this time period, while at the same time working an exceptionally complex case requiring under cover operations, surveillance, interviews and multiple search warrants.

2. **QUALITY**

SA Trout's ~~investigative~~ reports are complete and thorough. Although he still needs slight improvement in his proof reading the final product he easily meets the standards for the MFCU.

3. **TIMELINESS**

SA Trout turns all of his assignments in on time. He is self-motivated and needs no direct supervision in this area.

4. **TEAM EFFORT/COOPERATION**

SA Trout has shown a great ability to work with other agencies, e.g. O.I.G., B.W.C. and Municipal and County Law Enforcement. Special Agent Trout works closely with each member of his team, providing assistance as needed.

5. **DIRECTING/COORDINATING BEHAVIOR OF OTHERS**

SA Trout has had several cases during this investigation in which he was required to co-ordinate the use of several teams to conduct simultaneous interviews of targets and witnesses, conduct multiple search warrants in a short period of time and monitor undercover operations, which he accomplished in a professional manner.

6. **DEALING WITH DEMANDING SITUATIONS**

Special Agent Trout requires minimal supervision in this area.

7. **ADHERING TO PROCEDURES**

Special Agent Trout has no difficulty adhering to the rules and standards established by the MFCU.

8. **COMMUNICATING**

SA Trout writes clear and concise reports. SA Trout communicates effectively with his supervisor.



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

PROTECTIVE SERVICES

RECEIVED

BARGAINING UNIT
EMPLOYEE PERFORMANCE REVIEW

				Evaluation Deadline 2005 NOV 21 P 3: 45				
				Rating Period 07/01/05-11/18/05				
				Classification Title MEDICAL ASSISTANT ATTORNEY GENERAL'S OFFICE Medicaid Special Agent				
Name (Last) Trout		(First) Michael	(MI) S.D.	Mid- Probation <input type="checkbox"/>	Final Probation <input checked="" type="checkbox"/>	Annual <input type="checkbox"/>	Special <input type="checkbox"/>	
Agency/Division ATTORNEY GENERAL		C.B. Unit 46	Section/Unit Health Care Fraud					
PERFORMANCE DIMENSIONS		Expectation Ratings			RATER COMMENTS			
		Meets <input type="checkbox"/>	Below <input type="checkbox"/>	Above <input checked="" type="checkbox"/>	Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.			
QUANTITY Generates amount of work expected		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See attached comments			
QUALITY Completes work in an accurate, neat, well-organized, thorough and applicable manner		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
TIMELINESS Accomplishes required work on schedule		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
TEAM EFFORT/COOPERATION Contributes to group effort. Establishes positive working relationships with others.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
DIRECTING/COORDINATING BEHAVIOR OF OTHERS Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
DEALING WITH DEMANDING SITUATIONS Demonstrates control of self and others under trying circumstances.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
ADHERING TO PROCEDURES Knows the rules and regulations and follows them without being reminded.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
COMMUNICATING Understands written and oral instructions. Relays appropriate information in a clear, concise manner.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached comments			
I have prepared this performance review: Rater Signature				I have read the above: I have not responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above. Employee Comments: Employee Signature				
Reviewer Signature Date 11-17-05								
Appointing Authority DVC (MT) Date 11-21-05								

1. **QUANTITY**

SA Trout has completed above the average amount of reports and indictments (4) for this time period. His investigative work has improved considerably in the last 5 months

2. **QUALITY**

SA Trout's investigative reports are complete, and during the last five months he has met the standards required of him for his report writing. He has greatly improved during this reporting period.

3. **TIMELINESS**

SA Trout turns all of his assignments in on time. He is self-motivated and needs no direct supervision in this area.

4. **TEAM EFFORT/COOPERATION**

SA Trout has shown a great ability to integrate quickly with the unit, working well with all team members.

5. **DIRECTING/COORDINATING BEHAVIOR OF OTHERS**

SA Trout has had limited opportunity to perform in this area of the evaluation process during his time with the unit. I feel from observation that SA Trout will have no problems in this area in the future.

6. **DEALING WITH DEMANDING SITUATIONS**

Special Agent Trout requires minimal supervision in this area.

7. **ADHERING TO PROCEDURES**

Special Agent Trout has no difficulty adhering to the rules and standards established by the MFCU.

8. **COMMUNICATING**

I foresee no problems in the future in this area. SA Trout writes clear and concise reports. At this time in SA Trout's probationary period I believe ^{is} he progressing at an expected rate.



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.
Columbus, OH 43215-3428
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

July 18, 2005

Mr. Michael Trout
[REDACTED]

Dear Mr. Trout:

This is to inform you your request for outside employment has been approved. You indicated that you are employed by the Athens Police Department as a Reserve Police Officer.

Although this outside employment has been approved, we remind you that you are prohibited from conducting your part time employment, in any capacity, during Attorney General working hours. Servicing government clients and elected officials through your outside employment will also be prohibited. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, the outside employment must be terminated.

Please contact the Human Resources Department if you wish to engage in any other outside employment.

Sincerely,

JIM PETRO
ATTORNEY GENERAL



Megan Kish
Director of Human Resources

cc: Mr. John Guthrie, Senior Deputy Attorney General
Ms. Keesha Mitchell, Deputy Attorney General
✓ File

ATTORNEY GENERALS OFFICE

JUL 13 2005

OUTSIDE EMPLOYMENT FORM

RECEIVED

CONSTITUTIONAL OFFICE

Name (please print): MICHAEL J. TROUT Section: MEDICAID FRAUD CONTROL UNIT

Title and/or classification: SPECIAL AGENT

Date: 03.10.05

Do you currently engage in any occupation, job, or employment other than your current position with the Attorney General's Office? (Do not include non-paid hobbies or volunteer work conducted after work hours.)

Yes

No _____

If yes, please answer the following questions:

1. Give a brief description of the duties you perform for the Attorney General's Office:

INVESTIGATE COMPLAINTS REGARDING MEDICAID FRAUD

2. What are your standard work hours for the Attorney General's Office:

7:00 AM - 4:00 PM. MONDAY - FRIDAY

3. Name of secondary employer (or if self-employed, please indicate):

ANTENUS POLICE DEPARTMENT

4. Position and duties performed for secondary employer:

UNPAID RESERVE POLICE OFFICER - BASIC POLICE DUTIES.

5. Number of hours worked each week and normal hours of duty at your secondary employer:

0

6. Are you financially compensated or given anything of value in return for your secondary employment?

Yes _____

No 0

Signature

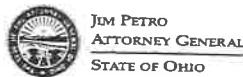
03.10.05

Date

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES SECTION.

John Guthrie, Sr. Dep. Ab
Keesha Mitchell, Dep. Ab

O.K. OK
M.K. MK
6/30 6/30
J.M. J.M.
7.14.05 7.14.05



Last Name: TROUT First Name: MICHAEL

In case of emergency, please contact:

Name: [REDACTED]

Phone Number: [REDACTED]

Relationship: [REDACTED]

or

Name: [REDACTED]

Phone Number: [REDACTED]

Relationship: [REDACTED]

Employee's Cell Phone Number (optional): [REDACTED]

Please complete and return to the Human Resources Section no later than July 8, 2005.



STATE OF OHIO

OFFICE OF THE ATTORNEY GENERAL

JIM PETRO, ATTORNEY GENERAL

PROTECTIVE SERVICES

BARGAINING UNIT
EMPLOYEE PERFORMANCE REVIEW

2005 JUL -b

Evaluation Deadline
A 8.31

HUMAN RESOURCES

ATTORNEY GENERAL

Name (Last)	(First)	(MI)	Soc. Sec.	OFFICE	Rating Period 02/22/05-07/01/05				
Trout	Michael				Classification Title Medicaid Special Agent				
Agency/Division ATTORNEY GENERAL	C.B. Unit 46	Section/Unit Health Care Fraud			Mid- Probation <input checked="" type="checkbox"/>	Final Probation <input type="checkbox"/>	Annual <input type="checkbox"/>	Special <input type="checkbox"/>	
PERFORMANCE DIMENSIONS		Expectation Ratings			RATER COMMENTS				
		Meets <input checked="" type="checkbox"/>	Below <input type="checkbox"/>	Above <input type="checkbox"/>	Use spaces below for comments. Written comments MUST be provided for each performance dimension. Use additional sheets if necessary.				
QUANTITY					SA Trout generates the appropriate amount of investigative material and can be relied upon to provide the necessary documentation.				
Generates amount of work expected									
QUALITY					SA Trout's investigative reports are generally complete, and with further training and time they will easily meet the standard expected by a member of this team and of the MFCU.				
Completes work in an accurate, neat, well-organized, thorough and applicable manner									
TIMELINESS					SA Trout turns all of his assignments in on time.				
Accomplishes required work on schedule									
TEAM EFFORT/COOPERATION					SA Trout has shown a great ability to integrate quickly with the unit, working well with all team members.				
Contributes to group effort, Establishes positive working relationships with others.									
DIRECTING/COORDINATING BEHAVIOR OF OTHERS					SA Trout has had limited opportunity to perform in this area of the evaluation process during his time with the unit. I feel from observation that SA Trout will have no problems in this area in the future.				
Describes and explains activities. Directs and instructs individuals to accomplish tasks. Ensures well-being of individuals within scope of responsibility.									
DEALING WITH DEMANDING SITUATIONS					Special Agent Trout requires minimal supervision in this area.				
Demonstrates control of self and others under trying circumstances.									
ADHERING TO PROCEDURES					Special Agent Trout has no difficulty adhering to the rules and standards established by the MFCU.				
Knows the rules and regulations and follows them without being reminded.									
COMMUNICATING					Special Agent Trout has had minor difficulty in the report writing area of this evaluation but has received training in a positive manner and is quickly adapting to the strict requirements of the MFCU. I foresee no problems in the future in this area.				
I have prepared this performance review:									
Rater Signature 					I have read the above: I have <input checked="" type="checkbox"/> not <input type="checkbox"/> responded on an attached sheet of paper. I understand that any and all attachments to this evaluation will be placed in my permanent personnel file. My signature may not indicate agreement with the above.				
Reviewer Comments:					Employee Comments: Employee Signature 				
Reviewer Signature Date 7.5.05									
Appointing Authority SVC (mt) Date 7/12/05									

Access - Level 1 (formerly Access Introductory)

Thursday, May 05, 2005

Class Dates: Thursday, May 05, 2005 8:30 AM to 4:30 PM

Instructor(s): Ted Kelly

Students Registered: (5 Total)

Madelaine A. Gordon

General Services (Columbus)

(614) 466-2465

AM

Madelaine

PM

Madelaine

Kimberly A. Kirker

POTA (London)

(740) 845-2700

AM

Canceled

PM

Tancy A. Mason-Phillips

Information Technology (Columbus)

(614) 466-5272

AM

Tancy A. Mason-Phillips

PM

Tancy A. Mason-Phillips

Michael D. Trout

Health Care Fraud (Columbus)

(614) 466-0722

AM

Michael D. Trout

PM

David Wiegning

Environmental (Columbus)

(614) 466-2766

AM

David Wiegning

PM

David Wiegning



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.
Columbus, OH 43215-3428
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

March 11, 2005

Mr. Michael D. Trout
[REDACTED]

Dear Mr. Trout:

This is to inform you that your request for outside employment has been approved. You indicated that you are serving as an unpaid reserve police officer for the Athens Police Department.

Although this outside employment has been approved, we remind you that you are prohibited from conducting your part time employment, in any capacity, during Attorney General working hours. Servicing government clients and elected officials through your outside employment will also be prohibited. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, the outside employment must be terminated.

Please contact the Human Resources Department if you wish to engage in any other outside employment.

Sincerely,

JIM PETRO
ATTORNEY GENERAL

Megan Kish
Director of Human Resources

cc: Mr. James V. Canepa, Chief Deputy Attorney General
Mr. John A. Guthrie, Senior Deputy Attorney General
File



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St.
Columbus, OH 43215-3400
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

SECONDARY EMPLOYMENT INQUIRY

Name (please print): Michael D. IRVINE

Section: Health Care Field

Home Address

Title and/or classification: MEDICAL SPECIAL AGENT

Date: 02-22-05

Do you currently engage in any occupation, job, or employment other than your current position with the Attorney General's Office? (Do not include non-paid hobbies or volunteer work conducted after work hours.)

Yes

No _____

If yes, please answer the following questions:

1. Give a brief description of the duties you perform for the Attorney General's Office
INVESTIGATIONS OF MEDICARE FRAUD.
2. What are your standard work hours for the Attorney General's Office:
7AM - 4PM
3. Name of secondary employer (or if self-employed, please indicate):
ATHENS POLICE DEPARTMENT
4. Position and duties performed for secondary employer:
UNPAID RESERVE POLICE OFFICER
5. Number of hours worked each week and normal hours of duty at your secondary employer:
8 HRS A MONTH NONE
6. Are financially compensated or given anything of value in return for your secondary employment?
NO

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES SECTION WITHIN
FIVE (5) WORKING DAYS OF YOUR START DATE

Please send to

Kont S.

mk 2129

O.K.
KMS
2-28-05

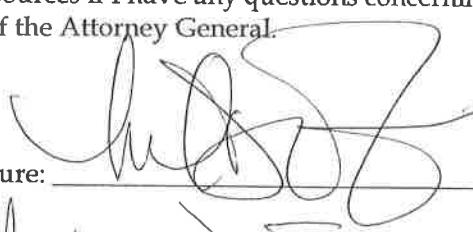


STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.
Columbus, OH 43215-3428
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

EMPLOYEE ACKNOWLEDGMENT

1. I have read and understand and agree to abide by all the provisions outlined in these policies and understand that these provisions overrule any prior personnel directives and policy statements produced by the Attorney General.
2. I understand that the Attorney General has the right to add, revise and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.
3. I understand and agree that nothing in these policies, in any way, creates an express or implied contract of employment between myself and the Attorney General's Office; except as required by a collective bargaining agreement.
4. I understand that it is my responsibility to ask my Senior Deputy Attorney General or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee's Signature: 

Printed Name: MICHAEL J. TROUT

Date: 03-11-05

This form must be completed and returned to Human Resources by November 17, 2004.

EMPLOYEE NEPOTISM FORM

Name: Michael D. Trout

Department/Section: Medicaid Fraud Control Unit

Classification: SPECIAL AGENT

Attention Human Resources Director:

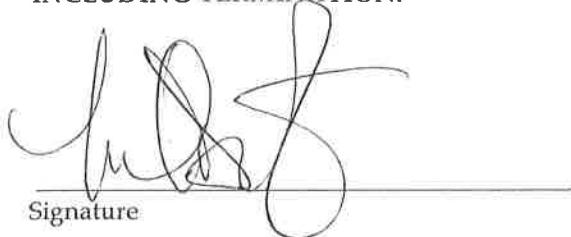
I have read Section 400.06 of the Policies and Procedures Manual and agree to abide by the Attorney General's policies with respect to Nepotism.

To the best of my knowledge and belief, I am not in violation of this policy. If for any reason my circumstances change, I will immediately notify the Human Resources Department.

List any relatives, as defined in Section 400.06, working within the Attorney General's Office. Provide full details using additional pages if needed. State "none" if such is the case.

Name	Section/Unit	Relationship
N/A	N/A	N/A

EMPLOYEES VIOLATING THIS POLICY WILL BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION.


Signature

03.10.05
Date

POSITION

DESCRIPTION

CO DEPARTMENT OF
ADMINISTRATIVE
SERVICES

PERSONNEL DIVISION

Class No: 26141AG

Class Title: Medicaid Special Agent

Position Control: 4628.0

State Agency Reclass

New Position

New Position Renumbers/Updates (X/U)

County of Employment: Franklin

Usual Working Title of Position

Medicaid Special Agent

Position No. and Title of Immediate Supervisor

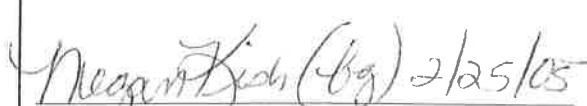
4619.0 Medicaid Special Agent Supervisor

HOURS FROM: 7:00 AM

TO: 4:00 PM

FLEX HOURS:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	JOB DUTIES IN ORDER OF IMPORTANCE	MINIMUM ACCEPTABLE CHARACTERISTICS
50	Conducts investigations & audits of Medicaid providers, criminally prosecutes providers involved in fraud, theft, forgery &/or patient abuse-related crimes (e.g., assaults, rapes, homicides), locates & interviews witnesses, suspects & victims, obtains affidavits, statements & confessions, collects, inventories, preserves & examines evidence & prepares closing recommendation memoranda & conducts in-service training programs (e.g., records search, records analysis, investigative techniques, nursing home audit procedures & evidence collection).	Knowledge of criminal investigation pertaining to Medicare; agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; case preparation; criminal evidence & procedures; behavioral or social science (e.g., psychology, sociology, criminology); audit procedures; written communications (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g., speech); interviewing; public relations; employee training & development. Skill in operation & use of camera, tape recorder. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public.
30	Performs surveillance on suspected targets; performs covert investigations of providers by posing as Medicaid recipient seeking medical treatment or services; coordinates & conducts undercover drug purchases from Medicaid providers; maintains record log (e.g., date, time, events covered) of activities in surveillance & covert investigations; assists prosecutors in preparing witnesses for trial, prepares & serves subpoenas, executes search warrants in conjunction with law enforcement officers & testifies before grand jury & in court.	
10	Coordinates activities with other law enforcement agencies & acts as liaison with administrative & regulatory agencies at federal, state & local level.	
10	Participates in in-service training; participates in meetings; maintains security of evidence; researches court records (e.g., journals, ledgers, deeds, maps & microfilm); photographs physical evidence, injuries & related evidence; delivers speeches to public & private interest groups.	
	<u>Unusual Working Conditions:</u> Requires travel; may be exposed to physical violence. Irregular work hours.	
List PCN & Class Titles of positions directly supervised.		 Signature
		Date



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St.
Columbus, OH 43215-3400
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

RECEIVED

2005 Feb 28 P 2:41
The following should be completed and returned to the Human Resources Section within two weeks from date of receipt. The Employee Policies and Procedures Manual Receipt will be kept in your personnel file.

EMPLOYEE POLICIES AND PROCEDURES MANUAL RECEIPT

I have received a copy of the Policies & Procedures Manual.

I understand that the contents of this Manual are presented for informational purposes only. The policies, procedures and guidelines outlined in this Manual apply to all employees. I understand that all employees are expected to follow the policies, procedures, rules and guidelines of the Office of the Attorney General. I further understand that from time to time, it may be necessary to amend or change the policies, procedures, rules or guidelines contained in this Manual. The Attorney General reserves the right to modify, revoke, suspend, terminate or change any or all such policies, procedures, rules and guidelines, in whole or in part, at any time, with or without notice; except as required under any collective bargaining agreement.

I also understand that the language set forth in this Manual is not intended to create, nor is it to be construed to create, a contract of any kind between the Office of the Attorney General and any or all of its employees. I understand that my employment at the Office of the Attorney General is not for any definite period of time, is employment-at-will, and may be terminated by the Office of the Attorney General, for any reason not contrary to law, with or without cause, for unclassified employees, and for civil service and collective bargaining employees subject to the applicable state statutes and collective bargaining agreements. Any exceptions to the Office of the Attorney General employment policy must be in writing and must be signed by the respective Section Chief and the Director of Human Resources of the Office of the Attorney General.

I understand that, although this Manual is very thorough, it is impossible to describe every situation that may arise. Accordingly, I understand that the Office of the Attorney General will address each situation on a case-by-case basis.

I understand that it is my responsibility to ask my Section Chief or the Director of Human Resources if I have any questions concerning the policies, procedures, rules, or guidelines of the Office of the Attorney General.

Date: 02-25-05

Michael J. Trout
Employee's Name (Please Print Legibly)

Michael J. Trout
Employee's Signature



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St., 17th Fl.
Columbus, OH 43215-3428
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

REC'D 1/28 P 2:41
EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the following policy updates:

Computer Usage Policy

Replaces Sections 6-6a and 6-6b

Internet / Intranet & E-mail Use & Abuse Policy

Replaces Sections 6-6c and 6-6d

Use of State Vehicles Policy

Replaces Section 6-4g

Office Hours & Alternative Start Times Policy

Replaces Section 3-2a

Professional Demeanor Policy

Replaces Section 3-1e

Breaks Policy

Replaces Section 3-2c

Weather Emergency Policy

Replaces the entire Section 3-11

Workers' Compensation Policy

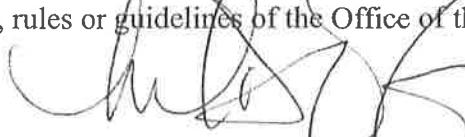
Replaces Section 4-2g

I have read and understand and agree to abide by all the provisions outlined in these policies and understand that these provisions overrule any prior personnel directives and policy statements produced by the Attorney General.

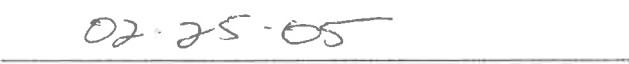
I understand that the Attorney General has the right to add, revise and/or update personnel policies and the Policies and Procedures Manual as deemed necessary without prior notice.

I understand and agree that nothing in these policies, in any way, creates an express or implied contract of employment between myself and the Attorney General's Office; except as required by a collective bargaining agreement.

I understand that it is my responsibility to ask my Senior Deputy Attorney General or the Director of Human Resources if I have any questions concerning the policies, procedures, rules or guidelines of the Office of the Attorney General.

Employee Signature: 

Printed Name: 

Date: 

RECEIVED

Statement Concerning Your Employment in a Job Not Covered by Social Security

HUMAN RESOURCES
ATTORNEY GENERAL'S
OFFICE

Employee Name

Michael J. Trout

Employee ID #

Employer Name

AGO Health Care Fund

Employer ID#

055-000-064

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security, $\$500 - \$400 = \$100$. Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee

02-22-05

ATTORNEY GENERAL OF OHIO
HUMAN RESOURCES OFFICE INFORMATION

Name: MICHAEL D. TROUT

Local Address: REDACTED

Phone: REDACTED

Permanent Address:

(if different)

Phone:

Date of Birth: JANUARY 3, 1972

Spouse's Name: REDACTED

EDUCATION

High School: ALEXANDER H.S. No. Years Completed: 12

Undergraduate College: SOCIOLOGY / CRIMINOLOGY - Ohio UNIVERSITY

Degree: BA Major: SOCIOLOGY / CRIMINOLOGY Year Graduated: 1994

If no degree, number of years completed: _____

Graduate College: Ohio UNIVERSITY

Degree: MA Major: PUBLIC ADMINISTRATION Year Graduated: 2004

If no degree, number of years completed: _____

Law School: _____

Year Graduated: _____ Year Admitted to Ohio Bar: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY: (LIST TWO)

Name: REDACTED Relationship: REDACTED Phone: REDACTED

Name: REDACTED Relationship: REDACTED Phone: REDACTED

PRIOR STATE OF OHIO SERVICE WITH:

Employer: Ohio UNIVERSITY

Address: 135 Scott Quad Athens, Ohio 45701

No. of Years Employed: 10 yrs 5 mos From: 08-08-94 To: 02-21-05

Retired yes X no

Employer: _____

Address: _____

No. of Years Employed: _____ From: _____ To: _____

Retired yes no



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St.
Columbus, OH 43215-3400
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

SECONDARY EMPLOYMENT INQUIRY

Name (please print): Mutha, IRAT Section: Health Care Fraud

Home Address _____

Title and/or classification: MEDICAL SPECIAL AGENT Date: 02-22-05

Do you currently engage in any occupation, job, or employment other than your current position with the Attorney General's Office? (Do not include non-paid hobbies or volunteer work conducted after work hours.)

Yes No _____

If yes, please answer the following questions:

1. Give a brief description of the duties you perform for the Attorney General's Office
INVESTIGATIONS OF MEDICAID FRAUD.

2. What are your standard work hours for the Attorney General's Office:
7AM - 4PM

3. Name of secondary employer (or if self-employed, please indicate):
ATHENS POLICE DEPARTMENT

4. Position and duties performed for secondary employer:
UNPAID RESERVE POLICE OFFICER

5. Number of hours worked each week and normal hours of duty at your secondary employer:
8 HRS A MONTH NONE

6. Are financially compensated or given anything of value in return for your secondary employment?

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES SECTION WITHIN
FIVE (5) WORKING DAYS OF YOUR START DATE

624 170 731

PERSONNEL ACTION
STATE OF OHIO

ENCL
FROM ATTORNEY GENERAL

DIVISION OR INSTITUTION

UNIT OR OFFICE

B6

TO

HEALTH CARE FRAUD

NAME FROM	LAST	FIRST	MI	SEX	MO	DAY	DATE OF BIRTH	EDUCATION		
TO TROUT	LAST	FIRST	MI	M	01	03	1972	NO OF YEARS 18	DEGREE MA	MAJOR PUB ADMI
ADDRESS FROM	STREET			CITY		STATE	ZIP CODE		COUNTY	
TO	STREET			CITY		STATE	ZIP CODE		COUNTY	
EFFECTIVE DATE FROM:		EMPLOYEE NUMBER TO:	POSITION CONTROL NO	BARG UNIT	FLAG	SOCIAL SECURITY NUMBER			H Q COUNTY	
MO 02	DAY 22	YR 2005	055-000	4628.0	46	9	[REDACTED]			FRAN

CLASS TITLE FROM	CLASS NO 26141	RANGE 32	STEP 01	BASE RATE \$21.46	LONG 0	SUPPL. 0	SUPPL. 0	TOTAL \$21.46	STATUS P
APPOINTMENT		CHANGE		SEPARATION		INTERRUPTION			
<input type="checkbox"/> 0 EMERGENCY ENDS _____ <input checked="" type="checkbox"/> 1 FULL TIME PERMANENT <input type="checkbox"/> 2 FULL TIME TEMPORARY ENDS _____ <input type="checkbox"/> 3 FULL TIME SEASONAL ENDS _____ <input type="checkbox"/> 4 PART TIME PERMANENT <input type="checkbox"/> 5 PART TIME TEMPORARY ENDS _____ <input type="checkbox"/> 6 PART TIME SEASONAL ENDS _____ <input type="checkbox"/> 7 INTERMITTENT <input type="checkbox"/> 8 FIXED TERM SALARIED ENDS _____ <input type="checkbox"/> 9 FIXED TERM PER DIEM <input type="checkbox"/> 10 APPT. DATE CORRECTED <input type="checkbox"/> 11 FULL TIME INTERIM INTERNAL <input type="checkbox"/> 12 FULL TIME INTERIM EXTERNAL <input type="checkbox"/> 13 PART TIME INTERIM INTERNAL <input type="checkbox"/> 14 PART TIME INTERIM EXTERNAL <input type="checkbox"/> 16 UNIT 11, 12 FULL TIME INTERIM <input type="checkbox"/> 17 ESTABLISHED TERM REGULAR <input type="checkbox"/> 18 ESTABLISHED TERM IRREGULAR <input type="checkbox"/> 20 FULL TIME DISASTER RELIEF <input type="checkbox"/> 21 PART TIME DISASTER RELIEF		<input type="checkbox"/> 1 PROMOTION <input type="checkbox"/> 2 DEMOTION <input type="checkbox"/> 3 LATERAL CLASS CHANGE <input type="checkbox"/> 4 TRANSFER WITHIN AGENCY <input type="checkbox"/> 5 TRANSFER BETWEEN AGENCIES <input type="checkbox"/> 6 CIVIL SERVICE STATUS <input type="checkbox"/> 7 NAME <input type="checkbox"/> 8 APPOINTMENT CHANGE TO _____ <input type="checkbox"/> 9 DISPLACEMENT <input type="checkbox"/> 10 RATE <input type="checkbox"/> 11 REASSIGNMENT <input type="checkbox"/> 12 POSITION CHANGED <input type="checkbox"/> 19 TEMPORARY WORK LEVEL ENDS _____ CLASS _____ RATE _____ STEP _____ <input type="checkbox"/> 20 TEMP REASSIGN BY APPEAL DECISION <input type="checkbox"/> 22 CANCEL INTERIM <input type="checkbox"/> 23 SERVICE CHANGE <input type="checkbox"/> 26 SSN CORRECTION <input type="checkbox"/> 27 GRIEVANCE ADJUSTMENT <input type="checkbox"/> 30 H. Q. COUNTY CHANGE <input type="checkbox"/> OTHER - SEE REMARKS		<input type="checkbox"/> 1 RESIGNED - REGULAR <input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL <input type="checkbox"/> 2 RETIRED <input type="checkbox"/> 3 DISABILITY RETIREMENT <input type="checkbox"/> 4 DECEASED <input type="checkbox"/> 5 REMOVED <input type="checkbox"/> 6 PROBATIONARY REMOVAL <input type="checkbox"/> 7 LAID OFF <input type="checkbox"/> 8 UNCLASSIFIED TERMINATION <input type="checkbox"/> 9 OTHER (SEE REMARKS) <input type="checkbox"/> 10 CANCEL APPOINTMENT <input type="checkbox"/> 12 DISABILITY SEPARATION REINSTATE BY _____ <input type="checkbox"/> 13 INTERIM SEPARATION <input type="checkbox"/> 15 RESIGNED - NOT IN GOOD STANDING <input type="checkbox"/> 16 RESIGNED - NOT RECOMMENDED FOR REHIRE		<input type="checkbox"/> 1 MILITARY LEAVE ENDS _____ <input type="checkbox"/> 2 PERSONAL LEAVE ENDS _____ <input type="checkbox"/> 3 SUSPENSION ENDS _____ <input type="checkbox"/> 6 SEASONAL ENDS _____ <input type="checkbox"/> 7 EDUCATIONAL LEAVE ENDS _____ <input type="checkbox"/> 11 UNION LEAVE ENDS _____ <input type="checkbox"/> 12 END A17 _____ <input type="checkbox"/> 13 END A18 _____ <input type="checkbox"/> 14 LEAVE REDUCTION _____ <input type="checkbox"/> 16 PENALTY FINE _____ <input type="checkbox"/> 18 WORKING SUSPENSION			
REINSTATEMENT									
<input type="checkbox"/> 1 FROM SEPARATION <input type="checkbox"/> 2 FROM INTERRUPTION <input type="checkbox"/> 3 BY PERSONNEL BD. OF REVIEW <input type="checkbox"/> 4 BY COURT ORDER <input type="checkbox"/> 5 SEPARATION RESCINDED <input type="checkbox"/> 7 BY GRIEVANCE <input type="checkbox"/> 8 BY ARBITRATION AWARD <input type="checkbox"/> 9 REEMPLOYMENT FROM LAYOFF APPT. TYPE _____ <input type="checkbox"/> 10 RECALL FROM LAYOFF APPT. TYPE _____									
TIME STAMP									
DATE OF LAST PROMOTION		CERTIFICATION NO		DATE OF CONTINUOUS SERVICE		BUDGETED HOURS			

REMARKS

GEN 4268 AND SUPPLEMENTAL AGREEMENT LETTER ATTACHED.

ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

APPROVAL OF APPOINTING AUTHORITY

(SIGNATURE)

DATE

APPROVED
 DISAPPROVED

CERTIFICATION

SIGNATURE OF RELEASING AUTHORITY

DATE

SIGNATURE OF APPROVER

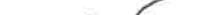
DATE

ADM 4100 (R 5/2000)

DISTRIBUTION: ORIGINAL - ADMINISTRATIVE SERVICES PART 2 & 3 OPERATING AGENCY PART 4 - RETAINED BY ORIGINATOR

Supplemental Employment Agreement

I, Michael D. Trout, do hereby agree that as a condition of my initial employment, satisfactory completion of my probationary period and continued employment with the state of Ohio, that if I am now or ever become subject to a lawful agreement or court order requiring me to pay child support, I will pay all monies required by such agreement or order in a timely fashion as provided in such agreement or order. In the event any arrearage exists at the time of my initial employment or occurs subsequently, I agree to satisfactorily liquidate such arrearage in accordance with any subsequent agreement or order.



Christopher J. Murphy

02-22-05
Date

卷之三

卷之三

٦٦

EXPERIENCE

In the areas below, please list your past work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. **NOTE:** In order to be considered for employment, you must fill in the information below, accurately and completely. You may submit a résumé *in addition to* completing this section. If applying for a civil service examination, only the information provided below will be considered. A résumé may not be used.

If you need additional space, attach extra copies of this page.

Employer	Ohio UNIVERSITY P.D.	Phone	(740) 593-1747	From	08	108	1974
Address	135 SCOTT QUAD.	Month	1	Day	1	Year	
City	ATHENS	State	OH	Zip	45701		
Reason for Leaving	STILL EMPLOYED						
Job Title	POLICE OFFICER	Job Duties	INVESTIGATE CRIMES, PATROL, TRAIN OFFICERS, REPORT WRITING	Salary	\$20.40		
Supervisor's Name and Title	G. STEVE NOFZER						

Employer		Phone	()	From	1	1	
Address		Month		Day		Year	
City		State		Zip			
Reason for Leaving				Salary			
Job Title		Job Duties		Supervisor's Name and Title			

Employer		Phone	()	From	1	1	
Address		Month		Day		Year	
City		State		Zip			
Reason for Leaving				Salary			
Job Title		Job Duties		Supervisor's Name and Title			

Employer		Phone	()	From	1	1	
Address		Month		Day		Year	
City		State		Zip			
Reason for Leaving				Salary			
Job Title		Job Duties		Supervisor's Name and Title			

Employer		Phone	()	From	1	1	
Address		Month		Day		Year	
City		State		Zip			
Reason for Leaving				Salary			
Job Title		Job Duties		Supervisor's Name and Title			

EDUCATION

High School Graduate? NO YES

Name and Location of High School (city and state) *ALEXANDER HS ALBANY, NY*

GED Certificate Number _____ GED Issued by _____

Are you currently attending school (for College Intern and Student Help positions)?

NO YES Level:

POST-HIGH SCHOOL EDUCATION
INCLUDING TECHNICAL SCHOOL, BUSINESS SCHOOL, PROFESSIONAL SCHOOL, COLLEGE AND UNIVERSITY

SCHOOL NAME AND LOCATION	MAJOR AREA(S) OF STUDY	TYPE OF DEGREE OR CERTIFICATION
OPOTA		PEACE DECOR CERT
OHIO UNIVERSITY	SOCIOLOGY	BACHELORS
OHIO UNIVERSITY	PUBLIC ADMIN.	MASTERS

Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. **NOTE:** A transcript may *not* be substituted for this section, although you may be required to submit a transcript.

COURSE WORK AREA	NO. OF COURSES	COURSE WORK AREA	NO. OF COURSES
VARIOUS		COURSES	

TRAINING AND OTHER QUALIFICATIONS

(Do not include coursework already described above)

SUBJECT OR TITLE OF TRAINING	ORGANIZATION	LENGTH OF TRAINING
REID INTERVIEW +	REID INSTITUTE	24 HRS
INTERROGATION		
NARCOTICS OFFICER	OCJS	16 HRS
POLICE CYCLIST INST	J.P.M.B.A.	40 HRS

List special equipment or machines you can operate:

Police Cruiser

List computer software in which you have skill, including word processing, spreadsheet, and database programs. Please indicate the name of the specific software:

LEADS, EXCEL, WORD, ACCESS

List special clerical skills, including typing and shorthand:

Typing Speed: *50*

List any additional relevant skills you have:

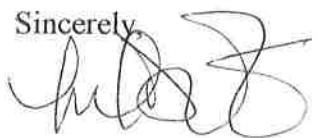
January 11, 2005

Jim Petro, Attorney General
State of Ohio
Office of the Attorney General
30 E. Broad St.
Columbus, OH 43215

Dear Jim Petro, Attorney General:

This letter is a formal acceptance of the offer of employment with the Attorney General's Office as a Medicaid Special Agent for the Health Care Fraud Section with the Criminal Justice Division. I agree to the annual salary of \$44,636.80 plus benefits for the position. I understand and accept the conditions of employment. I look forward to joining the Criminal Justice Division of the Ohio Attorney General's Office.

Sincerely,



Michael D. Trout



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

30 E. Broad St.
Columbus, OH 43215-3400
Telephone: (614) 466-4320
Facsimile: (614) 466-5087
www.ag.state.oh.us

January 6, 2005

Mr. Michael D. Trout
[REDACTED]

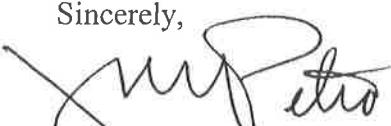
Dear Mr. Trout:

This letter is a formal offer to you to join the Attorney General's Office as a Medicaid Special Agent for the Health Care Fraud Section with the Criminal Justice Division. The annual salary for this position is \$44,636.80 plus benefits.

As part of the employment process, a background and polygraph check is conducted. Please complete, notarize and return the enclosed Background Information form as soon as possible. While we do not anticipate any problems, if the background check discloses any irregularities or issues, we will not be able to continue our offer for your employment with the Attorney General's Office. Please complete and return to our Human Resources Department, 30 E. Broad Street, 16th Floor, Columbus, Ohio 43215.

Please notify us in writing, within ten days, if you choose to accept this position and that you understand and accept the conditions of employment.

Once again, thank you for your interest in the Attorney General's Office. I look forward to hearing from you and having you on board with our Criminal Justice Division. If you have any questions, please feel free to contact Chris Kuhlke, in our Human Resources Department at (614) 466-8911.

Sincerely,

Jim Petro
Attorney General

Enclosures

cc: Mr. J. Canepa, Chief Deputy Attorney General
Mr. J. Guthrie, Senior Deputy Attorney General



OHIO PEACE OFFICER TRAINING COMMISSION

&

THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

Michael D. Trout

has successfully completed the advanced training course

03-430-12-01: Electronic Surveillance

at the Ohio Peace Officer Training Academy given

January 30 - 31, 2012

Mike DeWine

Mike DeWine
Attorney General

Vernon P. Stanforth

Vernon P. Stanforth, Chairperson
Ohio Peace Officer Training Commission

Robert Fiatal

Robert A. Fiatal, Executive Director
Ohio Peace Officer Training Commission